

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

August 27, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 27, 2013 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Michelle Williams Court
Judge Reva Goetz
Judge Mark Juhas
Susan Steinhauser

Trustees Absent:

Judge Ann Jones
Kenneth Klein, Esquire
Judge Lee Smalley Edmon

Senior Staff Present:

Sandra J. Levin, Executive Director
Jaye Nelson, Senior Director, Information Services
Patrick O'Leary, Senior Director, Administrative Services

Also Present:

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Tut Hayes commented on ADA signage for wheelchairs in addition to the front entrance glass door.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the building envelope repair & exterior restoration project in addition to his current tort claim against the Law Library and \$40M lawsuit.

2.0 PRESIDENT'S REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the July 23, 2013, Special Board Meeting.
- 3.2 July 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Interim Modifications to Members Program Policies.

Staff recommended the Board amend the Members Program Borrowing Rules to add the following borrower category:

“Non-Attorney – any individual holding a valid LA Law Library card. This category of Member is limited to a total of 10 individuals concurrently. Non-Attorney Members shall receive the same benefits and have the same obligations as Sole Practitioners.”

- 3.4 Waste Removal Contract Extension.

Staff recommended the Board amend the contract with Republic Services now, to extend the term by 20 months, reduce the cost by 44% and changing the basic service to twice weekly pick up of a 4 cubic yard bin. The cost of the new service agreement would be \$2,741 during the first year, including all surcharges and taxes. Over the term of the contract, the Law Library would save \$6,827 assuming 5% annual rate increases and that the Law Library would adopt the new 3-year 4 x 2 service agreement at the end of the current agreement.

- 3.5 Approval of Bazilio Cobb Engagement Letter to Audit the Law Library's Financial Statements for FY2012-13.

Staff recommended the Board approve Bazilio Cobb Associates as the Law Library's financial auditor for the fiscal year ended 6/30/13 under the terms and conditions set forth in the proposed engagement letter.

Per the President's prerogative, Steinhauser pulled Consent Item 3.5 from the Consent Calendar. Upon request for a motion to approve the Consent Calendar without Item 3.5, Trustee Goetz moved to approve and seconded by Trustee Juhas, the Consent Calendar was unanimously approved, 4-0.

At this time Steinhauser returned to and addressed Consent Item 3.5.

- 3.5 Approval of Bazilio Cobb Engagement Letter to Audit the Law Library's Financial Statements for FY2012-13.

President Steinhauser asked ED Levin to point out any changes in the engagement letter. ED Levin clarified that no changes were reflected other than a \$500

increase. ED Levin did note that in the coming year the Law Library would request proposals for its next annual audit.

Upon request for a motion by President Steinhauser to approve Consent Item 3.5, Trustee Court moved to approve and seconded by Trustee Juhas, item 3.5 was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Approval of Parking Lot Management Vendor.

Staff recommended the Board authorize Staff to negotiate and execute a contract with Parking Concepts to manage the Law Library's parking facilities for a three-year term with an option to extend the term for an additional three years. Parking Concepts' superior qualifications, healthy portfolio of management reports, sterling references, and attractive financial proposal make it best qualified to manage the Law Library's parking facility. Staff recommended accepting Parking Concepts guaranteed minimum fee option that would provide greater budget predictability at the cost of a 4% lower share of revenue over \$630,000.

President Steinhauser inquired on valet parking services through Parking Concepts. ED Levin confirmed that valet was included at competitive rates. In addition to Parking Concepts' impressive proposal on executing their valet services, their comments and qualifications were also favorable.

Trustee Goetz recommended staff amend the terms and conditions to a 1-year agreement with the option to extend for a 2-year term and later a 3-year extension. Staff had no objection to the amendment and the Board concluded its discussion.

There being no further discussion, President Steinhauser requested a motion to adopt the staff recommendation as amended with the terms and conditions of a 1-year agreement with the option to extend for an additional 2-year term followed by an additional 3-year . So moved by Trustee Goetz and seconded by Trustee Court. The motion was unanimously approved, 4-0.

4.2 Approval of CalPERS Health Insurance And Salary Adjustment For Non-Represented Staff (Other Than Senior Staff).

Staff recommended the Board impose a limit effective 1/1/14 on the amount the Law Library will contribute on behalf of active and retired non-represented employees and their dependents to no more than the premium charged by the highest CalPERS LA region group HMO plan in effect on 1/1/12 and one half of any increase to that plan. Staff also recommended the Board approve an across-the-board salary increase of 2% for non-represented employees effective 1/1/14. These recommended actions would not apply to senior management.

President Steinhauser requested a motion to approve the staff recommendation as presented. So moved by Trustee Goetz and Seconded by Trustee Court. The motion was unanimously approved, 4-0.

4.3 Discussion Regarding Solar Proposal.

Staff recommended the Board discuss the issues and provide direction as to the level of interest in solar proposals and the parameters for investing capital dollars to reduce operating costs.

Following discussion, the Board provided direction to staff and requested that they move forward with the project and bring back additional information prior to issuing an RFP.

At this time, per the President's prerogative, additional Public Comment was allowed for Mr. Tut Hayes.

3.0 **PUBLIC COMMENT**

During the three (3) minutes allocated, Mr. Tut Hayes commented on the Law Library's alleged noncompliance with the ADA. Hayes recommended the Board revert to the once temporary use of the north-east elevator for access to persons in wheelchairs and an increase in security personnel.

5.0 **EXECUTIVE DIRECTOR REPORT**

There was no Executive Director Report.

6.0 **AGENDA BUILDING**

There were no items for Agenda Building.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:46 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 24, 2013.


Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law/Library Board of Trustees