

**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.**

**February 25, 2014**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, February 25, 2014 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 Lee Smalley Edmon  
Judge Reva Goetz  
Judge Ann Jones  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Susan Steinhauser, Esquire

**Trustees Absent:**

**Senior Staff Present:**

Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director, Information Services

**Also Present:**

Kelly Jay, UBS Financial Services, Inc.

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Law Library's management, both past and present. Paradise also commented on Library expenditures and recruitment procedures.

*At this time ED Levin commented on Library vacancies, thanking the staff for absorbing the additional workload. ED Levin also gave the Board a status update on recruitment.*

*Trustee Edmon joined the meeting.*

## **2.0 PRESIDENT'S REPORT**

President Steinhauser reminded the Board of the Annual Gala being held on April 2, 2014, honoring Justice Walter Croskey.

## **3.0 CONSENT CALENDAR**

- 3.1 Minutes of the January 28, 2014, Regular Board Meeting.
- 3.2 December 2013 Financials & January 2014 List of Checks and Warrants.
- 3.3 Approval of SEIU MOU Amendment.  
Staff recommended the Board approve the proposed extension agreement as presented.
- 3.4 Approval of Broadband Classification Update.  
To comply with CalPERS' statutory and regulatory requirements, staff recommended the Board approve and adopt the attached revised pay schedule for Library employees.
- 3.5 Approval of CERBT Agreement.  
To comply with CalPERS' participation requirements in the CERBT, staff recommended the Board adopt and approve the attached CERBT Contract Agreement and the Delegation of Authority to Request Disbursements.

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Jones and seconded by Trustee Juhas, the Consent Calendar was unanimously approved, 7-0.

## **4.0 DISCUSSION ITEMS**

- 4.1 Presentation Regarding Investment Options—Including Bond/Note Purchases.  
Direction was given to further develop a proposal for US Treasury Note purchases for the Board's future consideration. There was no formal action taken.
- 4.2 Worker Compensation Insurance Award.  
Staff recommended the Board approve Option 1 authorizing Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$83,779 plus applicable mandatory surcharges of \$3,752 effective 03/01/14.

Following an overview and brief discussion, President Steinhauser requested a motion to authorize Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$83,779 plus applicable mandatory surcharges

of \$3,752 effective 03/01/14. So moved by Trustee Jones and seconded by Trustee Goetz, the motion was unanimously approved, 7-0.

~~4.3 — Election of Board Officers~~

*Per the President's prerogative, Discussion Item 4.3 was pulled from order and pushed back to the end of the meeting.*

*At this time, President Steinhauser announced the Board would move in to Closed Session for Agenda Item 5.0. All members of the public and staff vacated the room.*

**7.0 CLOSED SESSION**

7.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.

The Board reconvened Open Session at 1:20 p.m. President Steinhauser reported back a glowing review, thanking ED Levin for the hard work and effort put in over the past year.

*Trustee Juhas and Trustee Court left the meeting.*

**6.0 EXECUTIVE DIRECTOR REPORT**

There was no report given.

*At this time, President Steinhauser made a brief announcement:*

*"I just wanted to say that the many years that I have spent as president of this organization have been made much easier and even sometimes very joyous because I've had a very devoted, very loyal board, and you all bring something special. Be it your perspective or your intellect or your style, you've always been there for me. As I said, through thick and through thin... I don't think it's unusual that organizations have bad times as well as good times... But I'm delighted to say that when we make the announcement of the slate that I really do believe we leave this library in a very strong position. We've dealt with technology changes. We've dealt with audience changes. We've dealt with staff changes and we now have a staff that I think truly likes each other and I think morale is really so good. We have e-branches. We have partnerships. Money, you know it goes up and it goes down but you know what, we've been here since 1891 and one way or another, we're going to continue to be here. I would just say it's been my delight and my honor to serve with all of you. With that, I'm going to pass the gavel to the Nominating Chair."*

**4.0 DISCUSSION ITEMS**

4.3 Election of Board Officers

Trustee Steinhauser requested a motion to nominate Trustee Jones to serve as President, seconded by Trustee Klein, the motion was unanimously approved, 5-0

Trustee Klein requested a motion to nominate Trustee Juhas to serve as Vice-President, seconded by President Jones, the motion was unanimously approved, 5-0

*President Jones commented that Trustee Steinhauser would remain as ex-officio representative with the Friends Board of Directors.*

**5.0 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 at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, March 25, 2014.



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