

**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.**

**June 24, 2014**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 24, 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 Ann I. Jones  
Kenneth Klein, Esquire  
Judge Lee Smalley Edmon  
Susan Steinhauser, Esquire

**Trustees Absent:**

Judge Reva Goetz  
Judge Mark Juhas

**Senior Staff Present:**

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

**Also Present:**

John Kohl, Finance Director

President Jones determined a quorum to be present, convened the meeting at 12:18 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 Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. Paradise also commented on the Law Library's Torrance Branch, parking charges and fundraising, among other topics.

During the three (3) minutes allocated, Ms. Sharon Boone commented on Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. Boone expressed her objection to the proposed furlough. Boone also expressed her concern on the furlough impact for part-time staff.

During the three (3) minutes allocated, Mr. Ruben Soto commented on Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. Soto expressed SEIU's objection to the proposed furlough. Soto also raised SEIU's understanding of budget impacts but still requested the Board of Trustees seek other alternatives that would have a lesser impact on staff.

## **2.0 PRESIDENT'S REPORT**

President Jones gave a brief report that addressed Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. In her report, President Jones articulated the Board's efforts to minimize the budget impacts on staff, including the Board's review of several alternatives. Upon conclusion of the President's report, ED Levin reminded the Board how professional and productive the Law Library staff team is.

## **3.0 CONSENT CALENDAR**

3.1 Minutes of the May 27, 2014, Regular Board Meeting.

3.2 April 2014 Financials & May 2014 List of Checks and Warrants.

3.3 Report Re: Implementation of Cash Rewards Payment System.

Staff recommended the Board implement an ePayables program in conjunction with Mastercard or VISA.

3.4 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015.

Staff recommended that the Board of Trustees:

- 1) Approve the proposed budget for FY2015 (including Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects); and
- 2) Place a cap on the use of reserves to offset operating losses not to exceed \$1M over the next two years. If losses are forecast to continue beyond FY2016 or to exceed the \$1M cap, then staff is directed to present cost reduction strategies and engage in discussion with the Board regarding service cuts necessary to balance the budget.

3.5 Liability, Long-term Disability (LTD), Life, Vision and Dental Insurance Renewal.

Staff recommended that the Board approve:

- 1) The renewal of long-term disability (LTD), basic life, voluntary life, dental, and vision insurance with Guardian; and
- 2) The renewal of the property & casualty package through the existing carrier as presented by Keenan & Associates.

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Court and seconded by Trustee Edmon, the Consent Calendar was unanimously approved, 5-0.

**4.0 DISCUSSION ITEMS**

4.1 Update and Discussion Regarding Statewide Lobbying Efforts.

Staff recommended that the Board ask any questions it may have concerning current lobbying efforts and discuss options for future lobbying efforts, including those presented in the survey.

ED Levin presented a brief presentation on the status of CCCLL's lobbying efforts regarding B&P 6348.4, B&P 6360, B&P 6322.1, and the General Fund Appropriation. Following discussion, ED Levin was given direction to further collaborate with CCCLL in lobbying efforts. No further action was taken.

4.2 Discussion Regarding Formation of a Non-Profit for Delivery of Services.

Staff recommended that the Board discuss the possible advantages and disadvantages of forming a non-profit and provide direction as to whether to investigate the option of creating a non-profit for the delivery of services.

Following a brief presentation by ED Levin a discussion was held by the Board, no further action was taken.

**5.0 AGENDA BUILDING**


ED Levin highlighted the Library's CERBT investment return to date as well as the June filing fee revenue and announced the receipt of a revised liability insurance proposal that resulted in lower premiums than budget projections.

**6.0 EXECUTIVE DIRECTOR REPORT**

There was nothing more to report.

**7.0**    **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 24, 2014.



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