

**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.**

**September 23, 2014**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 23, 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 Dennis Landin  
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  
Meiling Li, Director, Collection Management Services  
Neel Agrawal, Librarian, Global Law

President Jones determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Ms. Joan Lavine circulated a copy of minutes that were drafted by her regarding the previous Board meeting and asked that the Board adopt

the minutes as their own. Lavine continued and commented on the public computers located in the Library's Members' Study in addition to the cost of the Members Program.

During five (5) minutes allocated, Mr. Lee Paradise announced to the Board that a press release regarding the Board actions was accepted nationwide. Paradise continued and commented on his opposition to the recent hire of the Library's Facilities Manager. Paradise also commented on the Library's Employee Handbook and Personnel Policies Manual, also requesting a copy. Paradise commenced with reading a letter that alleged staff concerns.

*At this time, ED Levin responded to Lavine with some clarification regarding the acceptance of donations. ED Levin thanked Lavine for all her efforts in attempting to raise money for the Members Program. With regard to the request from Paradise, ED Levin would provide Paradise with a copy of the Library's Employee Handbook and Personnel Policies Manual. ED Levin clarified for Paradise that the Board of Supervisors Report was a requirement that is filed annual.*

## **2.0 PRESIDENT'S REPORT**

President Jones highlighted the Lawyers in the Library Program and thanked staff for all their efforts in coordinating the program and for the outreach that is done to make the program available to all members of the public.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the August 26, 2014, Regular Board Meeting
- 3.2 Review of July 2014 Financials & August 2014 List of Checks and Warrants.
- 3.3 Approval of Amendment to Section 13.3, Health Insurance, of the Employee Handbook and Personnel Policies Manual.  
Staff recommended the Board approve the amended Section 13.3, Health Insurance, Employee Handbook and Personnel Policies Manual, incorporating prior decisions regarding the cap on healthcare premium reimbursement.
- 3.4 Approval of FY14 Audit Engagement of Bazillo, Cobb & Associates.  
Staff recommended that the Board approve the engagement letter.

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

## **4.0 DISCUSSION ITEMS**

- 4.1 Annual Report to the Board of Supervisors, Fiscal Year 2013-14.

President Jones announced that some changes were made to the report since its publication. The changes were delineated in attachments and circulated to the

Board and members of the public. Trustee Steinhauser thanked the Staff for completing a thorough report, Jones agreed. There were no additional comments.

President Jones requested a motion to approve the Annual Report to the Board of Supervisors, Fiscal Year 2013-14. So moved by Trustee Landin and seconded by Trustee Steinhauser, the motion was unanimously approved, 5-0.

*At this time, Neel Agrawal and Meiling Li joined the table.*

4.2 Status Report Regarding Global Collection in Reading Room.

Agrawal commenced with an introduction to the global law collection by providing a brief show and tell with some significant global law research materials. Agrawal explained the reasons for the creation of the Global Reading Room (GRR). Li followed with a presentation on the process that would occur in order to complete the GRR project.

5.0 **AGENDA BUILDING**


There were no items for Agenda Building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin highlighted some of the Library's busier program activity that included room rentals by local bar associations. ED Levin also announced that the month prior reflected a significant increase in parking revenue.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:07 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, October 28, 2014.

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