

**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.**

**November 18, 2014**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, November 18, 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 Mark Juhas  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Susan Steinhauser, Esquire

**Trustees Absent:**

Judge Reva Goetz  
Judge Ann I. Jones

**Senior Staff Present:**

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

**Also Present:**

John Kohl, Finance Director  
Malinda Muller, Director, Programs & Partnerships  
Janine Liebert, Librarian, Programs & Partnerships  
Ryan Metheny, Librarian, Programs & Partnerships

In the absence of President Jones, Vice-President Juhas 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 five (5) minutes allocated, Mr. Lee Paradise commented on his opposition to the business practices of the LA Law Library. Paradise also commented on Agenda Item 4.3 congratulating the library for its success in educational programs.

**2.0 PRESIDENT'S REPORT**

There was no President's Report.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the October 28, 2014, Regular Board Meeting.
- 3.2 Review of September 2014 Financials & October 2014 List of Checks and Warrants.
- 3.3 2015 Board of Trustee Meeting Schedule.  
Staff recommended the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board would meet on the third Tuesday so as to avoid conflicts with holiday and vacation schedules.
- 3.4 FY2013-14 Bazillo, Cobb Associates Audit Report.  
Staff recommended that the Board approve the audited financial statements and SAS 114 Letter.
- 3.5 Approval of Participation in Incubator Consortium State Bar Grant Application.  
Staff recommends that the Board affirm the Law Library's participation in this exciting new project, as described in the attached table.
- 3.6 Health Resolution Amendment for 2015.  
Staff recommended that the Board adopt the presented resolution for health insurance premiums that will take effect on January 1, 2015.

At the request of Trustee Steinhauser, Agenda Item 3.3, 2015 Board of Trustee Meeting Schedule, was removed from the consent calendar for further discussion.

Vice-President Juhas requested a motion to approve the Consent Calendar excluding Agenda Item 3.3. So moved by Trustee Court and seconded by Trustee Landin, Consent Calendar Agenda Items 3.1, 3.2, 3.4, 3.5 and 3.6 were unanimously approved, 5-0.

Following a short discussion regarding Agenda Item 3.3, it was determined that staff would report back in December on possibly changing the Board Meetings to another day of the week each month. As a result, Agenda Item 3.3 was not approved.

**4.0 DISCUSSION ITEMS**

4.1 FY2014-15 Quarterly Budget Review.

Staff recommended that the Board ask any questions, discuss and provide further direction, as desired.

ED Levin presented to the Board a brief introduction on the purpose of the Quarterly Budget Review, highlighting extraordinary revenue and increases in reoccurring revenue sources. There was no action taken.

4.2 Pro Bono Week 2014 After-Report.

*Malinda Muller and Janine Liebert joined the meeting table at this time.*

Muller, Liebert and ED Levin presented the Board with an overview of the Pro Bono Week events. Muller and Liebert who have taken the lead of coordinating Pro Bono Week added their takeaways and stakeholder relationships that resulted from the week long events. Special thanks were also given to Leigh Garcia, Communications Coordinator; Jaye Steinbrick, Senior Director for Information Services; and Adam Rosenblum, Web, Print/Interactive Media Designer. There was no action taken.

4.3 Educational Programs Update on Local High School Outreach Programming.

*Janine Liebert left and Ryan Metheny joined the table at this time.*

Metheny updated the Board on an earlier request by the Board for engaging with local high schools on programing. Programs provided by the Library educate students on social justice, access to justice, the legal system and includes the basics of legal research. Metheny highlighted the accomplishments of the programs, such as "Teens and the Law". Additionally, Metheny highlighted some of the partnerships that were created with other organizations such as LAEP and LACBA in order to create successful programing for high school students. There was no action taken.

**5.0 AGENDA BUILDING**


There were no items for Agenda Building.

**6.0 EXECUTIVE DIRECTOR REPORT**

There was no Executive Director Report.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 16, 2014.

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