

**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.**

December 16, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 16, 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
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauer, Esquire

Trustees Absent: Judge Reva Goetz (participated by speaker phone)

Senior Staff Present:

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

Also Present:

John Kohl, Director, Finance
Meiling Li, Director, Collection Management Services

President Jones 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

There were no requests to speak at this time. However, a late request to speak was accepted following Agenda Item 7.0, Closed Session.

Vice-President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Juhas and seconded by Trustee Landin, The Consent Calendar was unanimously approved, 5-0.

4.0 **DISCUSSION ITEMS**

Per the President's prerogative, Agenda Item 4.2, 2015 Board of Trustee Meeting Schedule, was moved up for discussion at this time.

- 4.2 2015 Board of Trustee Meeting Schedule.
Staff recommended the Board discuss and approve a 2015 Board Meeting Schedule.

Following a brief discussion, President Jones requested a motion to approve the following Wednesday meeting schedule as presented:

WEDNESDAY, 2015 MEETING DATES	
*January 21	July 22
February 25	August 26
March 25	*September 16
April 22	October 28
May 27	*November 18
June 24	*December 16

*Exceptions to 4th Wednesday schedule to avoid conflicts.

So moved by Trustee Landin and seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

- 4.1 Voyager/ Navision Upgrade Report.

Presenters and Staff, Meiling Li and John Kohl, joined the table.

Trustee Steinhauser joined the meeting during the discussion of Agenda Item 4.1.

Li and Kohl gave a brief presentation to the Board on the planned upgrade to both the Library's integrated library system (ILS) and its accounting systems. During the presentation, staff discussed the expectations and process, as well as anticipated challenges. No action was taken.

5.0 **AGENDA BUILDING**

There were no items for Agenda Building.

At this time, President Jones announced the Board would now move into Closed Session, Agenda Item 7.0, and requested that all members of the public and staff vacate 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 1:23 p.m. President Jones reported back a very positive review, thanking ED Levin for the hard work and effort put in during 2014.

Following Closed Session, a late request for Public Comment was taken per President Jones.

1.0 PUBLIC COMMENT (LATE)

During the 3 minutes allocated to speak, Mr. Tut Hayes complimented the Library on its beauty, acknowledged the Library for the appropriate placement of the United States Flag and thanked the Library for providing a local newspaper.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin highlighted the Library's "Holidays around the World" display in the lobby, recognizing the work of Ralph Stahlberg and Neel Agrawal.

8.0 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 Wednesday, January 21, 2015.



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