

**MINUTES OF THE SPECIAL 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 27, 2015**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Friday, February 27, 2015 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 Reva Goetz  
Judge Mark Juhas  
Judge Dennis Landin  
Susan Steinhauser, Esquire

**Trustees Absent:**

Judge Ann I. Jones  
Kenneth Klein, Esquire

**Senior Staff Present:**

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

**Also Present:**

Marcelino Juarez, Finance Manager

In the absence of President Jones, Vice-President Juhas determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

*Per the vice-president's prerogative, Agenda Item 3.0, Consent Calendar, was taken up for discussion and approval at this time. Vice-President Juhas inquired of the one member of the public who requested to speak before the Board whether there was any objection to hearing Public Comment following the Consent Calendar, there was no objection.*

*The Agenda Items were taken up in the order presented below.*

**3.0 CONSENT CALENDAR**

3.1 Approval of Minutes of the January 21, 2015, Regular Board Meeting.

Vice-President Juhas requested a motion to approve Agenda Item 3.1, so moved by Trustee Landin, seconded by Trustee Goetz, the motion was unanimously approved, 4-0.

3.2 Review of December 2014 Financials & January 2015 List of Checks and Warrants.

3.3 Transfer of Investment Authority from Finance Director to Finance Manager. Staff recommended that the Board approve Marcelino Juarez, Finance Manager at the Los Angeles County Law Library, to assume UBS investment responsibilities.

3.4 Approval of Workers Compensation Insurance Renewal. Staff recommends the Board approve Option 1 authorizing Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$104,802 plus applicable mandatory surcharges of \$3,440 effective 03/01/15.

Vice-President Juhas requested a motion to approve Agenda Items 3.2 through 3.4, so moved by Trustee Court, seconded by Trustee Goetz, the motion was unanimously approved, 4-0.

**4.2 MID-YEAR BUDGET REVIEW**

ED Levin presented a brief report to the Board with regard to the budget review. No discussion was held at this time, however.

*Trustee Steinhauser joined the meeting at 12:23 p.m.*

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise expressed general opposition to the Law Library's operating procedures.

**2.0 PRESIDENT'S REPORT**

There was no President's Report.

#### 4.0 DISCUSSION ITEMS

##### 4.2 Mid-Year Budget Review.

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

ED Levin previously presented to the Board an introduction to Agenda Item 4.2. At this time, ED Levin further discussed details regarding the budget review and offered to answer any questions. The Board asked question and engaged in discussion, no action was taken.

##### 4.1 Announcement of Upcoming Events, including Beacon of Justice Gala.

ED Levin highlighted upcoming events that the Board might consider attending. Trustee Steinhauser followed up with an announcement to the Board regarding the annual Friends of the Los Angeles County Law Library Gala which will be held on Wednesday, April 8, 2015.

##### 4.3 Approval of Google Digitization Project.

Staff recommended that the Board authorize the Executive Director to negotiate and enter into an agreement to digitize California appellate briefs and records on the terms described in the staff report.

Following an introduction by ED Levin, there were questions and some discussion. At the conclusion of discussion, Vice-President Juhas requested a motion to authorize the Executive Director to negotiate and enter into an agreement to digitize California appellate briefs and records on the terms described in the staff report. Moved by Trustee Goetz, seconded by Trustee Court, the motion was unanimously approved, 5-0.

##### 4.4 Approval of Finance Department Restructure.

ED Levin announced that the Library's Finance Director, John Kohl, submitted his resignation. As a result, ED Levin and the Financial Planning Committee presented the Board with alternative solutions that included rehiring the Finance Director, eliminating the Finance Director and creating a lower level Accounting Clerk in Accounting and overall restructuring the department.

Following discussion, the Vice-President Juhas requested a motion to approve the job descriptions provided, thereby eliminating the position of Finance Director, creating an entry level accounting clerk position and restructuring the higher level finance duties, so moved by Trustee Landin, seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

**5.0 AGENDA BUILDING**

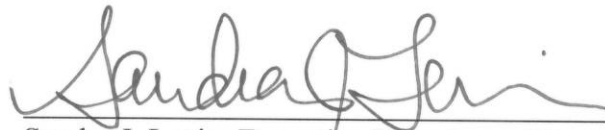
There were no items for Agenda Building.

**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin reminded the Board of the many upcoming Library events, encouraging the Board to attend as their calendars permit.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:10 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 25, 2015.

A handwritten signature in black ink, appearing to read "Sandra J. Levin", written over a horizontal line.

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