

**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, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 18, 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 Ann I. Jones
Judge Mark Juhas
Judge Dennis Landin
Judge Richard Rico

Trustees Absent: Kenneth Klein, Esquire
Susan Steinhauser, Esquire (Participated by speaker phone)

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager

President Jones 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

No requests for public comment.

2.0 PRESIDENT'S REPORT

President Jones thanked and congratulated staff for a successful Pro Bono Week and requested an agenda item regarding investment strategy be placed on the December Board Meeting.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Oct. 28, 2015, Regular Board Meeting.
- 3.2 FY2016 Quarter 1 Financials and Review of October 2015 Checks and Warrants
- 3.3 FY15-16 1st Quarter Budget Review
- 3.4 Approval of Updated Job Descriptions
- 3.5 Google Project Update

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

4.0 DISCUSSION ITEMS

4.1 Pro Bono Week After-Report and Acceptance of Presentation from Piece by Piece

Lisa Marsh, Terri Wroten and Daniel Villa from Piece by Piece presented a mosaic art piece to the Board of trustees and LA Law Library. Board of Trustees, Piece by Piece and ED Levin were photographed for newsletter. Staff presented a slideshow of Pro Bono Week photos. President Jones and ED Levin thanked all staff who participated and helped make Pro Bono Week a success.

4.2 Approval of Board of Trustees Meeting Dates & Schedule for CY2016

Trustee Steinhauser mentioned a conflict in her schedule and would not attend the January meeting and possibly the August meeting.

Moved by Trustee Juhas and seconded by Trustee Court to approve recommendation. The motion was unanimously approved 5-0.

5.0 AGENDA BUILDING

6.0 CONFERENCE WITH LEGAL COUNSEL

The Library Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation. Existing Litigation (G.C. 54956.9(a) *Johnson vs. Los Angeles County Law Library* (Case No. BC596902)

No reportable action was taken.

7.0 EXECUTIVE DIRECTOR REPORT

ED Levin introduced Harrison Alfaro, the Library's new Facilities Manager. ED Levin also noted the success of the trial period hosting Bet Tzedek's conservatorship clinic and that a proposed agreement for regular use of the LA Law Library would likely be on December Board Meeting Agenda. President Jones inquired about the holiday party. ED Levin explained there would be an employee holiday celebration on Friday, December 18 and that various individuals, including Friends board members, would be donating out of pocket to help fund the celebration.

8.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 12:50 p.m.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 16, 2015 at 12:15.

A handwritten signature in cursive script, 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