

**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, 2015**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 16, 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  
Kenneth Klein, Esquire  
Judge Richard Rico

**Trustees Absent:** Judge Dennis Landin  
Susan Steinhauser, Esquire

**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 12:20 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 and ED Levin acknowledged Elizabeth Warner for her 30 years of service at the Los Angeles County law Library. President Jones relayed comments from former trustee Justice Lavin on how wonderful it was to be at LA Law Library again and to see so many patrons utilizing the library.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the Nov. 18, 2015, Regular Board Meeting.
- 3.2 Review of October Financials and list of November Checks and Warrants
- 3.3 Approval of Additions to Employee Handbook
- 3.4 Approval of 2016 Holiday Schedule

President Jones requested a motion to approve the Consent Calendar. The motion was unanimously approved, 5-0.

**4.0 DISCUSSION ITEMS**

- 4.1 Review of Investment Strategy and Status

Revisited Investment Strategy, various options and ideas were discussed regarding amount of money to be invested, potential gain to be realized, cash needs and level of risk. The Law Library currently maintains a conservative level of immediately accessible reserves to be used in case of emergency or pending large projects to be initiated.

The Board requested Staff to return with further information regarding cash needs, short-term investment options and a comparison of potential returns.

- 4.2 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

ED Levin explained Bet Tzedek Conservatorship Clinic started as a test pilot project, and addressed how well it has been working for patrons, Bet Tzedek and for the Law Library. Board members expressed support for the concept, the opportunity for patron service and providing support to the court.

Trustee Court asked questions regarding the source of funding for the clinic, whether there is a place within the grant for facilities rental and whether the services are non-discriminatory and conducted on a neutral basis. The board requested that the Conservatorship Clinic continue to practice as a test pilot project until the answers to the questions could be provided and the approval revisited at the next Board Meeting.

**5.0 AGENDA BUILDING**

Trustee Klein suggested having a meeting with the administrators for the new federal court. Virginia Philipps is the incoming Chief Judge and it would be beneficial to share some information on the services and resources of the Law Library.

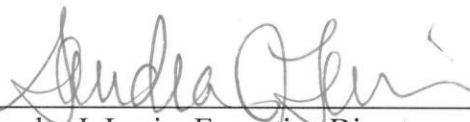
**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced that the Law Library will be open until 8:00pm on Tuesdays starting in February 2016.

**7.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:00 p.m.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 27, 2016 at 12:15pm.



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