

**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.**

Feb. 24, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, Feb. 24, 2016 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
Susan Steinhauser, Esquire

Trustees Absent: Kenneth Klein, 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 12:18 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

5 individuals made comments at 3 minutes each. (1) Robyn Morningstar commented in remembrance of her former colleague beginning in 1979, Edwin Schander who was a teacher, boss and friend to her at LA Law Library. Ms. Morningstar mentioned Mr. Schander's great knowledge of the collection and referencing. (2) Betsy Warner commented in remembrance of her former colleague of 10 years, Edwin Schander, and mentioned his knowledge of library history and stories. (3) Ralph Stahlberg commented in remembrance of his former colleague, Edwin Schander, and mentioned Mr. Schander's extensive knowledge of the library, the collection both foreign and domestic and of the surrounding court buildings. Mr. Stahlberg has since then continued the tradition of giving tours of the surrounding courts to staff and interns originally initiated by Mr. Schander. Mr. Stahlberg also mentioned Mr. Schander's continued participation and involvement post retirement. (4) Lee Paradise commented on his action of writing a letter to SCALL and NoCALL regarding funding for the Los Angeles County Law Library and proceeded to read his letter aloud. (5) Armando Quintana requested to speak but then asked to write a letter instead and submit it to the Executive Director at a later time.

2.0 PRESIDENT'S REPORT

President Jones announced that the Regular Board meeting would be adjourned in memory of Edwin Schander, who was a retired employee of the Los Angeles County Law Library. Mr. Schander was employed with the Los Angeles County Law Library from September 20, 1961 to March 15, 1996 serving for 35 years and upon his retirement he acted as the Head of Reference Services. Edwin Schander passed away on November 30, 2015.

President Jones acknowledged Mr. Eckardt's letter to the Board of Trustees and his dedication to and concern for the well-being of the library. President Jones emphasized the Law Library's mission in providing access to legal information to a broad spectrum of patrons and thanked staff for its ongoing understanding, compassion and willingness to provide professional and respectful customer service to all.

President Jones requested a motion to adjourn in memory of Edwin Schander. So moved by Trustee Juhas, seconded by Trustee Court. The motion was unanimously approved, 6-0.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 27, 2016 Regular Board Meeting.
- 3.2 Review of December 2015 Financials & January 2016 List of Checks and Warrants.
- 3.3 Amendment to Schedule of Fines and Fees

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Steinhauser. The motion was unanimously approved, 6-0.

4.0 **DISCUSSION ITEMS**

4.1 Approval of Document Retention Policy

President Jones requested a motion to approve the proposed recommendation that the Board of Trustees adopt the resolution that:

1. With the exception of "Community Services -- Libraries" on page C-17, Exhibit C to the 2006 California Secretary of State Local Government Records Management Guidelines, attached hereto, shall serve as the Law Library's Records Retention Schedule unless or until amended or repealed.
2. The Executive Director shall be responsible for the administration and implementation of the Law Library's records management program.
3. The actual destruction of records pursuant to the Law Library's Records Retention Schedule shall require the prior approval of the Executive Director.

Moved by Trustee Landin and seconded by Trustee Court . The motion was unanimously approved 6-0.

4.2 Authorization to Bind Workers Compensation Insurance

ED Levin provided a brief staff report. Discussion ensued.

President Jones requested a motion to approve the staff recommendation to authorize Keenan to bind coverage with State Compensation Insurance Fund effective 03/01/16 at a total premium of \$78,016 including mandatory surcharges. So moved by Trustee Court, seconded by Trustee Juhas. The motion was unanimously approved, 6-0.

4.3 Mid-Year Budget Review

The Board discussed the budget and mid-year review findings.

No action was taken.

4.4 Approval of Policy Regarding Disclosure of Staff Identity

President Jones requested a motion to approve the proposed policy regarding public requests for staff names. So moved by Trustee Court, seconded by Trustee Juhas. The motion was unanimously approved, 6-0.

5.0 **AGENDA BUILDING**

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin reported out on the status of the Futures Commission's proposal regarding amending the jurisdictional limit of small claims court.

7.0 CLOSED SESSION

7.1 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)

Howell vs. Los Angeles County Law Library (Case No.BC598812)

7.2 Personnel Public Employee Performance Evaluation. Title: Executive Director. (G.C. 54957).

President Jones announced that no reportable action was taken and requested that an open session item regarding the ED's benefits be added to the March agenda.

8.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned in memory of Edwin Schander at 1:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 23, 2016 at 12:15.



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