

**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.**

April 27, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 27, 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 12:20 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

President Jones recognized the efforts and success of Law Week and thanked LA Law Library staff for continuing excellence. President Jones was very pleased to see the library full of people and to see a busy environment. ED Levin added a comment to the success of the Gala held on April 3, 2016. ED Levin mentioned the number of attendees was high and the presence of so many Supreme and Appellate Court Justices was a

highlight. Honorees for the Gala were Stephen English and Justice Joan Dempsey Klein. President Jones thanked staff and volunteers who contributed to the success of Gala.

President Jones announced that the April 27, 2016 Board Meeting would be adjourned in memory of Justice Richard Mosk who served on the Los Angeles County Law Library Board of Trustees from 1985-1986.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 23, 2016 Regular Board Meeting.
- 3.2 Review of February 2016 Financials & March 2016 List of Checks and Warrants.
- 3.3 FY16 Quarter 3 Statistics

President Jones requested a motion to approve the Consent Calendar. Trustee Steinhauser requested comment on Consent Calendar Items 3.2 and 3.3.

Moved by Trustee Rico, seconded by Trustee Court to approve Consent Calendar item 3.1. The motion was unanimously approved, 6-0.

Regarding item 3.2, Trustee Steinhauser asked what measures were being taken to increase parking revenue. ED Levin responded that lots are full in mornings and afternoon and weekend parking is increasing.

Regarding Consent Calendar 3.3 Trustee Steinhauser asked the reason for high numbers of enrolled Members. ED Levin responded regarding increased promotion. Trustee Steinhauser asked why Print and Non Print Withdrawn number was so high. CMS Director M. Li responded that a major clean was done of old audio.

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

4.0 DISCUSSION ITEMS

- 4.1 Employee Handbook Update: FEHA – Harassment Policy Update (4/1/2016)

ED Levin presented update to SEIU, SEIU responded with no concerns. Trustee Juhas mentioned it was statutory and therefore required.

President Jones requested a motion to approve the Employee Handbook Update: FEHA – Harassment Policy Update (4/1/2016). So moved by Trustee Court, seconded by Trustee Steinhauser. The motion was unanimously approved, 6-0.

- 4.2 Presentation Regarding New Members' Database

Library Associate Ana Villagrana and Senior Director Jaye Steinbrick explained the old and new way of tracking Members activity, renewal and sign up procedures. The Members Portal will offer increased convenience and online access to renew memberships and keep up with Members emails and updates.

No action was taken.

4.3 Presentation Regarding Book Discussion Group

Reference Librarian Katie O'Laughlin spoke before the Board of Trustees regarding the Book Discussion Group taking place at the library every other month. Ms. O'Laughlin discussed the Book Club annual theme, the increasing attendance, recent addition of author participation and publishers' generous donations of books.

No action was taken.

5.0 **AGENDA BUILDING**

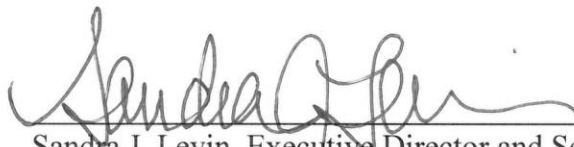
There were no items for agenda building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin reported that Law Week has been an ongoing success and the Panel Discussions on Tuesday were well attended. Opening night was successful with the Big Band of Barristers (broadcast live on Facebook) and a photography retrospective. ED Levin also mentioned LA Law Library is being featured in a book called Quiet Places in LA.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned in memory of Justice Richard Mosk at 1:13 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 25, 2016 at 12:15pm.



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