

**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.**

May 25, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 25, 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 Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent: Judge Richard Rico
Judge Michelle Williams Court

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. Trustee Steinhauser joined the meeting during Discussion Item 4.1 at 12:28pm. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Lee Paradise made comments including: a request that privacy dividers be installed in the Men's Restroom; a request to reduce parking fees for library card holders.

2.0 PRESIDENT'S REPORT

President Jones commended LA Law Library staff for the ongoing success with the library and for a successful Law Week.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 27, 2016 Regular Board Meeting.
- 3.2 Review of March 2016 Financials & April 2016 List of Checks and Warrants.
- 3.3 Quarterly Strategic Plan Update
- 3.4 Update and Approval of Illness & Injury Prevention Program and Emergency Action Plan

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Juhas. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Discussion of Fiscal Year 2015/16 Budget

ED Levin presented a proposed budget for the next Fiscal Year which had been reviewed and assessed by ED Levin, Senior Director Jaye Steinbrick and Finance Manager Marcelino Juarez with additional support by the 2016 budget subcommittee including Trustee Court, Trustee Landin and Trustee Juhas . The Board of trustees felt comfortable with the proposed budget and requested to place it on the next Board Agenda as a Consent Calendar Item.

No action was taken.

4.2 Discussion and Approval of 2015-2016 Property & Liability Insurance Renewal

Finance Manager Juarez added to the discussion that with a soft market there are more options available. Board members stated they were comfortable choosing option 3.

President Jones requested a motion to approve the 2015-2016 Property & Liability Insurance Renewal choosing option 3 as recommended to authorize Keenan to bind coverage effective July 1, 2016 with a 10%/100K DIC deductible for a total premium of \$259,082. So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was unanimously approved, 5-0.

4.3 Law Week After Report

Senior Public Interest Librarian Janine Liebert explained the theme presented this year for Law Week was Miranda Rights and Criminal Justice. Ms. Liebert also reported that the library was able to reach out and connect to more public patrons as well as expand the number of community partners. Trustee Steinhauser recommended reaching out to more high schools and emphasizing voting registration. President Jones was pleased to see classes offered in Spanish for the June Calendar.

No action was taken.

5.0 AGENDA BUILDING

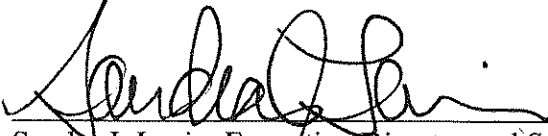
There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin announced that the Library will soon begin the process of developing a new Strategic Plan and therefore there will be no Strategic Plan reports for at least 6 months. ED Levin also noted that the number of classes at Branch and Partnership locations has grown tremendously. Also announced was a reminder for the 125th Anniversary Bash taking place at LA Law Library on July 27, 2016.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:12 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 22, 2016 at 12:15pm.


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