

**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.**

June 22, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 22, 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
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: None

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 4.1.1 at 12:26pm. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Lee Paradise made comments including: diligence in lobbying for a greater budget for the LA Law Library and the need to appoint Board seats to members of the public.

2.0 PRESIDENT'S REPORT

President Jones commended LA Law Library staff for the efforts and accomplishments of the 125th Anniversary celebration.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 25, 2016 Regular Board Meeting.
- 3.2 Review of April 2016 Financials & May 2016 List of Checks and Warrants.
- 3.3 Approval of Insurance Renewal – LTD, Life, Dental, Vision
- 3.4 Approval of Operating Budget, FY2016-17 and Job Descriptions for New and Revised positions

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

4.0 DISCUSSION ITEMS

4.1 Consideration and Approval of Investment Options:

4.1.1 Consideration of Cash Needs and Approval of Amount Available for Investment

The Board discussed the amount available for investment, the low yield from funds invested in LAIF and Staff's recommendation that an additional \$500,000 be placed into a higher yield, longer term and slightly less liquid investment opportunity.

President Jones requested a motion that an additional \$500,000 be taken out of LAIF and made available for a longer term investment. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 7-0.

4.1.2 Selection and Approval of Investment Type

ED Levin announced a potential conflict of interest due to personal investments, recused herself from the discussion and left the room. Finance Manager Juarez explained the recommended investment and the reasons therefor. County Law Libraries are limited by statute to certain investments. The Board previously approved \$4,000,000 initial investment in US Treasury bonds in 2014 which has provided a greater return than LAIF. It was recommended to invest an additional \$500,000 in US Treasury bonds with UBS.

President Jones requested a motion to approve the investment of an additional \$500,000 in US Treasury bonds with UBS. So moved by Trustee Juhas, seconded by Trustee Klein. The motion was unanimously approved, 7-0.

ED Levin rejoined the meeting.

4.2 Presentation Regarding 125th Anniversary Celebration

Communications Manager Saldana presented information about the upcoming 125th Anniversary, including displays or activities from each the decades from 1890-2016, three library tours, a 1920's costume contest, vintage car displays and 1920's Lindy dancers. Some recommendations from the Board include highlighting the survival of the San Antonio Winery for the 1920's, the Original Pantry and contacting court officials to attend.

Communications Manager Saldana also presented the new LA Law Library business cards and the new slogan, "Access to Information = Access to Justice" submitted by Members Program and Education Partnerships Librarian, Ryan Metheny.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

No comments.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 12:56 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 27, 2016 at 4:30pm.



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