

**MINUTES OF THE SPECIAL 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.**

**August 24, 2016**

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

**Trustees Absent:** Judge Ann I. Jones  
Judge Michelle Williams Court

**Senior Staff Present:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director

**Also Present:** Marcelino Juarez, Finance Manager

Vice President Juhas determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**  
No Public Comment.

**2.0 PRESIDENT'S REPORT**  
Vice President Juhas had no report.

**3.0 CONSENT CALENDAR**  
3.1 Approval of Minutes of the July 27, 2016 Regular Board Meeting.  
3.2 Review of June 2016 Financials & July 2016 List of Checks and Warrants.

- 3.3 Approval of Annual Report to the Board of Supervisors
- 3.4 Approval of Vasquez & Company LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2015-16
- 3.5 Approval of Law Library Closure on Dec. 24 and Dec. 31, 2016
- 3.6 Approval of Revised Job Description for Global Law Librarian Position

Vice President Juhas requested a motion to approve the Consent Calendar. Trustee Steinhauser requested comment on Consent Calendar Items 3.3. Moved by Trustee Landin, seconded by Trustee Rico to approve the Consent Calendar except for item 3.3. The motion was unanimously approved, 5-0.

Regarding item 3.3, Trustee Steinhauser commented on the outstanding growth of LA Law Library over the past 20 years and was impressed by the extensive and detailed Board of Supervisors report.

Vice President Juhas requested a motion to approve item 3.3 of the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

#### **4.0 DISCUSSION ITEMS**

- 4.1 Strategic Plan Beginnings: Update to the List of the Library's Strengths, Weaknesses, Opportunities and Threats

ED Levin began with the history of the current strategic plan and how the library is in its third year of activity. The library is now refreshing the Strategic Plan and is in the process of updating the SWOT analysis. Trustee Landin asked how staffing has changed in three years. Trustee Juhas was interested in learning more about bringing a Notary Service to LALL. Trustee Steinhauser made a recommendation of renting a space to a Notary Service. Trustee Steinhauser expressed interest in knowing more about what type of plans are being made to make LALL presence known at the new Federal Courthouse. Other items arose regarding LALL presence and reaching out to new law students and more law firms.

No action was taken.

- 4.2 Staff Presentation of Library Tours (CA Gold, Global, Ghost)

Staff presented a brief summary of the three tours offered at the LA Law Library. Reference & Research Librarian, Esther Eastman, gave a summary of the CA Gold Tour, Senior Librarian of Serials & Acquisitions Librarian, Shohreh Saljooghi, gave a summary of the Global Tour and Support Supervisor of Special Projects, Elizabeth Warner, gave a summary of the Ghost Tour.

No action was taken.

#### **5.0 AGENDA BUILDING**

There were no items for agenda building.

**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced the possibility of adding passport processing at the library as a way of generating revenue for the LA Law Library.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:10 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 28, 2016 at 12:15 pm.

A handwritten signature in black ink, appearing to read "Sandra J. Levin", written over a horizontal line.

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