

**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.**

**September 28, 2016**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 28, 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  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Judge Richard Rico  
Susan Steinhauser, Esquire (via teleconference)

**Trustees Absent:** Judge Ann I. Jones  
Judge Mark Juhas

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

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

Trustee Klein determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

Mr. Lee Paradise commented on 2 issues: (1) Funds should come from County General Fund, not only from court filing fees. (2) Executive and Senior Directors should resign due to Conflict of Interest.

Second public comment sent in via fax from Nicloris Investigations praising Reference Librarian Kathleen O'Laughlin and recommending her for the Director of Reference & Research position.

## **2.0 PRESIDENT'S REPORT**

Trustee Klein had no report.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the August 24, 2016 Regular Board Meeting.
- 3.2 Review of July 2016 Financials & August 2016 List of Checks and Warrants.
- 3.3 Approval of Crime Insurance Policy Renewal
- 3.4 Approval of Conflict of Interest and Disclosure Code for The Los Angeles County Law Library
- 3.5 Approval of Revised Job Description for Managing Librarian, Serials & Acquisitions

Trustee Klein requested comment on Item 3.3 (Crime Insurance). Trustee Klein requested a motion to approve the balance of the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Court to approve the Consent Calendar except for item 3.3. The motion was unanimously approved, 4-0.

Regarding item 3.3, Trustee Klein asked questions regarding the Crime Insurance Policy Renewal and limiting the coverage to \$500,000. ED Levin clarified that the amount is not being cut at this time, but that the library is recommending refraining from adding \$500,000 to the policy limits. Trustee Court asked what types of incidents are covered. Finance Manager, Marcelino Juarez, clarified that the Crime Insurance Policy only covers white collar crimes. Trustee Court added if whether there has been any history in needing to use this type of insurance. ED Levin answered no.

Trustee Klein requested a motion to approve item 3.3 of the Consent Calendar. So moved by Trustee Klein, seconded by Trustee Rico. The motion was unanimously approved, 4-0.

## **4.0 DISCUSSION ITEMS**

- 4.1 Overview of Patron Services Departmental Restructure and Budget Goals

ED Levin began with the announcement of Director of Reference & Research, Ralph Stahlberg's retirement as of December 30, 2016. ED Levin presented a restructure of Patron Services highlighting efficiencies and budget savings. Trustees commented that they appreciated the structure layout and agreed it was easy to follow. Trustee Steinhauser asked what cuts were being made from the collection and about reliance on online resources instead of print. ED Levin explained the factors used to decide which items to cut.

No action was taken.

- 4.2 Staff Presentation of Guardianship Clinic

Senior Public Interest Librarian, Janine Liebert, gave a brief presentation on the upcoming and likely regular presence of the Guardianship Clinic. Guardianship Clinic has limited space in the courthouses and would like to utilize LA Law

Library to hold the clinic. Guardianship Clinic will be available during the 2016 Pro Bono Week Event with a possible launch in 2017 for regular clinics held at LA Law Library.

No action was taken.

**5.0 AGENDA BUILDING**

There were no items for agenda building.

**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced the upcoming Pro Bono Week event at 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, October 19, 2016 at 12:15 pm.



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