

**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.**

November 16, 2016

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 16, 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 Michelle Williams Court
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico

Trustees Absent: Susan Steinhauser, 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 12:17 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 thanked LA Law Library staff for all of their efforts and achievements for Pro Bono Week. President Jones added that the further attempts to improve access to justice continues to be noticed thus making the library relevant and indispensable.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 19, 2016 Regular Board Meeting.
- 3.2 Review of September 2016 Financials & October 2016 List of Checks and Warrants.
- 3.3 Approval of Employee Handbook Updates
 - (a) Dress Code
 - (b) Paid Sick Leave
 - (c) Attendance and Punctuality
 - (d) Emergency Closing
 - (e) Vacation Cash Out
- 3.4 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2016
- 3.5 Approval of Date Change for December Board Meeting
- 3.6 Approval of 2017 Holiday Schedule
- 3.7 Approval of Revised Job Description for Cataloging Librarian

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

4.0 DISCUSSION ITEMS

- 4.1 Approval of Board of Trustees Meeting Dates & Schedule for CY17

Board members agreed upon the presented Board of trustees schedule for CY17.

President Jones requested a motion to approve Discussion Item 4.1 regarding the Board of Trustees Meeting Schedule for CY17. So moved by Trustee Juhas, seconded by Trustee Klein. The motion was unanimously approved, 6-0.

- 4.2 1st Quarter FY16-17 Budget Review

ED Levin presented the 1st Quarter FY16-17 Budget Review. The Board asked questions regarding specific line items as well as overall financial health of the organization. Discussion was had regarding the ongoing strain of reduced revenues.

No Action was Taken.

- 4.3 Pro Bono Week After-Report

Senior Librarian, Janine Liebert presented the Pro Bono Week schedule and efforts to the Board. J. Liebert listed the classes, clinics, organizations, volunteers and public turnout for the week.

No Action was Taken.

4.4 Presentation Regarding Overcoming Adversity Video Project

Senior Librarian, Linda Heichman presented the Overcoming Adversity Video Project to the Board. Also presented were short excerpts from the video.

No Action was Taken.

5.0 **AGENDA BUILDING**


There were no items for agenda building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin announced the Annual Staff Holiday Party and invited all members of the Board.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:03 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, December 15, 2016 at 12:00 pm.



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