

**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.**

October 25, 2017

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 25, 2017 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
Judge Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
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
Ann Marie Gamez, Executive Assistant

President Jones determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Trustee Steinhauser arrived to the meeting at 12:20pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Lee Paradise made public comment in regards to library spending habits. Mr. Paradise said he had filed a claim against the library for excessive spending.

2.0 PRESIDENT'S REPORT

President Jones thanked LALL staff for executing another successful Pro Bono Week event, adding that LA Law Library has been successful with this particular event in years past marking the library a major player in the county legal community. President Jones

also announced her resignation as President of the Board of Trustees effective October 31, 2017. President Jones described her time with the Board since 2009 as a privilege and honor, having served as a trustee and as President. President Jones noted that Vice-President, Mark Juhas, is willing to serve as the new President of the Board of Trustees if elected.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 27, 2017 Regular Board Meeting.
- 3.2 Review of August Financials and List of September Checks and Warrants.
- 3.3 Review of FY18 Quarter 1 Statistics
- 3.4 Approval of CalPERS Health Resolution Amendment
- 3.5 Approval of One-Month Extension of Platinum Level Membership

Trustee Steinhauser commented on Consent Calendar Item 3.3 noting that the statistics reveal more than 100,000 visits in the law library per year. ED Levin added to that comment saying there are more than half a million people entering county law libraries statewide.

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 7-0.

4.0 DISCUSSION ITEMS

- 4.1 Review and Receipt of Draft Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2017

Cristy Canieda of Vasquez & Company presented before the board a brief synopsis of the FY17 Financial Audit. Ms. Canieda gave a summary of the scope of services and other required communications including the implementation of GASB Statement No. 75. No exceptions or material weaknesses in internal controls were noted.

President Jones requested a motion to receive the Draft Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2017. So moved by Trustee Juhas, seconded by Trustee Landin. The motion was approved, 7-0.

- 4.2 FY 17-18 Financial Budget Review Through August

ED Levin clarified that Discussion Item 4.2 is to provide a “check in” to make sure that finances are being looked at and handled properly in the early stages of the fiscal year. President positively noted that court filing fees had been rising. Trustee Steinhauser asked if there was any reason why parking revenues had dropped. Senior Director, Jaye Steinbrick, replied that parking management has observed a trend of people not parking for long periods of time, making the total parking charge smaller.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin announced the resounding success of Pro Bono Week. A high level of positive comments was made by patrons and all patrons were able to attend the classes, workshops and clinics that were available. Many members of the community visited and helped with the event. ED Levin also thanked staff and individual departments for all their hard work. Also, ED Levin reminded the Board to please bring calendars next month since the 2018 Board Meeting Calendar will be provided and adjustments may be made. Clarification on the Brown Act was made by ED Levin regarding members who may need to attend a board meeting remotely.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:50 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 15, 2017 at 12:15 pm.



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