

**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.**

**December 13, 2017**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 13, 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 Mark Juhas  
Judge Michelle Williams Court  
Judge Dennis Landin  
Kenneth Klein, Esquire  
Judge Richard Rico  
Judge Michael Stern

**Trustees Absent:** Susan Steinhauser, Esquire

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

**Also Present:** Marcelino Juarez, Finance Manager  
Ann Marie Gamez, Executive Assistant

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

**1.0 PUBLIC COMMENT**

Mr. Lee Paradise commented on a tort claim filed regarding LA Law Library, also requested discounted parking for LALL patrons, partitions for patron restroom urinals and made comment on public computers usage.

**2.0 PRESIDENT'S REPORT**

President Juhas recognized the LALL January 2018 "What's Happening" Flyer.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the November 27, 2017 Special Board Meeting.
- 3.2 Review of October Financials & List of November Checks and Warrants.

- 3.3 Approval of Library Associate Job Description
- 3.4 Update Regarding CERBT Investment
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 LED Lighting Project Status Report

ED Levin requested to pull Item 3.3 to allow time for SEIU to offer comment prior to approval. President Juhas requested a motion to approve the Consent Calendar Items 3.1-3.2, 3.4-3.6. So moved by Trustee Court, seconded by Trustee Klein. The motion was unanimously approved, 6-0.

#### 4.0 **DISCUSSION ITEMS**

##### 4.1 Approval of Revisions to Rules of Conduct

ED Levin summarized the two amendments to the Rules of Conduct: 1) inclusion of "line of sight" language and 2) prohibition on removal of binder pages outside the Copy Center. President Juhas inquired the difficulty in replacing single pages for the loose leaf. ED Levin replied that the process for claiming varies across publishers and vendors, requiring significant effort from staff. Trustee Court asked if patrons are allowed to take photos of pages, ED Levin replied yes.

President Juhas requested a motion to adopt and approve the amended Rules of Conduct attached here, to take effect as soon as they are made available on the website and in print in the reading Room of the Law library. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 6-0.

##### 4.2 Review of Bids and Award of Security Services Contract

ED Levin gave a brief summary regarding the Security Bids that were received for consideration. ED Levin noted that two bids were received but were incomplete and staff was therefore making a recommendation to the Board to solicit revised and additional proposals. The Board suggested that a new Security bid be scheduled with a due date for submission by the end of January 2018. The Security Bid Award will be revisited at the February 2018 Board meeting

No further action was taken.

##### 4.3 Staff Presentation: Roofing Project Update

Senior Director, Jaye Steinbrick, gave a power point presentation on the history, maintenance challenges, and required attention the LALL roofing demands. Roofing material swatches were presented and explained to the Board of Trustees.

No action taken.

#### 5.0 **AGENDA BUILDING**

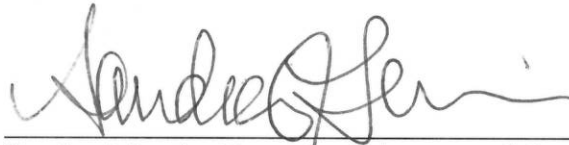
There were no items for agenda building.

**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced that CCCLL has been engaged in advocacy efforts to collect signatures from CA State Senators and Assemblymembers to send to Governor Brown advocating funding for CA County Law Libraries. ED Levin reported that 26 CA State Legislators had signed on behalf of County Law Libraries in an effort to get into the January state budget planning.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:02 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 24, 2018 at 12:15 pm.

A handwritten signature in cursive script, 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