

**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.**

January 24, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 24, 2018 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 Richard Rico
Susan Steinhauer, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Judge Dennis Landin

Senior Staff Present: Sandra J. Levin, Executive Director

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

Vice-President Court 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 made a public comment regarding library overspending on capital projects. Mr. Paradise then read from a letter he prepared.

A public comment was made by SEIU Director, Renee Anderson regarding Agenda Item 4.1, urging the Board not to approve the revised Library Associate job description. Ms. Anderson expressed several concerns, including 1) overstepping the role of the Reference Librarians, 2) hiring additional credentialed Librarians instead of hiring non-librarians, 3) Library Associates' inability to answer all reference-related questions. She further noted SEIU's willingness to take further action if the Library Associate job description update is approved.

2.0 PRESIDENT'S REPORT

No report made.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 13, 2017 Regular Board Meeting.
- 3.2 Review of November Financials & List of December Checks and Warrants.
- 3.3 Receipt of FY17-18 Quarter 2 Statistics
- 3.4 Update Regarding Workers Compensation Insurance Policy
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 Approval of Employee Handbook Updates
- 3.7 Review of Outside Auditor RFP

Trustee Steinhauser requested to pull item 3.3 to offer comment. ED Levin requested to continue Item 3.6 to allow time for SEIU to offer comment prior to approval.

Vice-President Court requested a motion to approve Consent Items 3.1, 3.2, 3.4 and 3.5. So moved by Trustee Rico, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

Trustee Steinhauser thanked LALL staff for reporting excellent numbers in the quarterly statistics, showcasing the expanded service the staff provides for patrons. Trustee Steinhauser requested to add a line on future statistics reports identifying number of visits per year in relation to the library website and in person assistance. Vice-President Court requested a motion to approve Consent Items 3.3. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Voluntary Compliance with AB 1887

ED Levin spoke regarding the Voluntary Compliance with AB 1887, a new law in support of certain states which do not allow library members to be funded by libraries when attending conferences in said states. VP Court noted concern with associations who choose to hold conferences in non-voluntary states and requested information regarding Staff's views on the adoption of the prohibition. Further discussion ensued with other trustees. Trustee Stern expressed that adopting the policy is warranted and that there would be fewer impacts as conference locations are moved to avoid low attendance. Trustee Klein expressed concern about how the list of prohibited locations is created and requested further information. Trustee Steinhauser asserted the need to suggest an item in the resolution for future clarity.

Vice-President Court requested a motion to approve option 2: Defer the decision to adopt the Voluntary Compliance AB 1887. So moved by Trustee Klein, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

4.2 Approval of Revised Job Description for Library Associate

ED Levin gave a summary on the updated version of the Library Associate job description. In response to public comment, ED Levin assured that there has been no desire to devalue Librarian duties and/or expertise. ED Levin added that historically there have always been non-librarian, public-facing staff assisting patrons and that non-librarians are supervised by, and refer complex questions to, Reference Librarians. ED Levin also welcomed any alternate solutions from Librarians and other staff members, where the topic would then be revisited.

The Trustees asked questions and discussed the item, noting that at this point the benefits of non-librarian support at the Reference Desk appear to outweigh the drawbacks, but that the ED is always happy to hear from Staff with alternative suggestions or proposals and the Board would be happy to revisit the issue if a worthy proposal is presented.

Vice-President Court requested a motion to approve the updated job description for Library Associate. So moved by Trustee Klein, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

5.0 CLOSED SESSION

5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director

6.0 AGENDA BUILDING

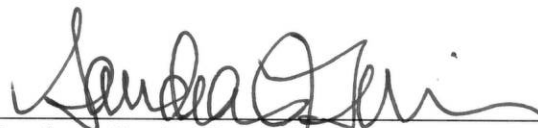
There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

ED Levin pointed to the LALL "What's Happening" flyers and noted the additional classes and clinics added to the monthly calendar. Also announced were the upcoming panel discussions during African-American Month.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:42 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 28, 2018 at 12:15 pm.



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