

**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.**

**February 28, 2018**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 28, 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  
Judge Dennis Landin  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:** Judge Mark Juhas  
Kenneth Klein, Esquire  
Judge Richard Rico

**Senior Staff Present:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior 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 the salary of Executive Director Sandra Levin, in comparison to elected officials. Trustee Stern asked Mr. Paradise whether he has gathered salary information as to comparable positions to the LALL Executive Director in a comparable library.

**7.0 EXECUTIVE DIRECTOR REPORT (taken out of order)**

ED Levin introduced two new hires at LA Law Library. Anahit Petrosyan, Reference Librarian with a focus on the Platinum Program, and Krit Maroj, Designer, Print and Web/Interactive.

## **2.0 PRESIDENT'S REPORT**

No report made.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the January 24, 2018 Regular Board Meeting.
- 3.2 Review of December Financials & List of January Checks and Warrants.
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of Rules of Conduct Correction
- 3.5 Approval of Employee Handbook Updates

Vice-President Court requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 4-0.

## **4.0 DISCUSSION ITEMS**

### 4.1 Mid-Year Budget Review and Adoption of Revised FY2018 Budget

ED Levin provided a brief summary of the spending and revenue fluctuations, mostly as positive outcomes. ED Levin discussed the importance of adding to the reserves. Senior Director, Jaye Steinbrick, discussed the past and prospective savings from the teleconnect rebate program as well as LED bulb replacement efforts. Trustee Steinhauser acknowledged the efforts made to get the library placed on the CA State Library MLIS list. Vice-President Court commented on improved financial outcomes and thanked the library for the hard work.

Vice-President Court requested a motion to adopt the projected forecast for FY2018 as the amended budget. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

### 4.2 Approval of Workers Compensation Insurance Coverage

ED Levin gave a summary on the status of the libraries current Workers Compensation offers including getting a quote from a private carrier as opposed to the past rejections. Finance Manager, Marcelino Juarez, spoke briefly regarding his recommendation to stay with State Fund due to flexibility the library has with them. VP Court asked why the change in receiving a private quote as opposed to recent years. FM Juarez responded with brokers indicate it's a soft market and are looking towards the public sector for more business.

Vice-President Court requested a motion to authorize Keenan to bind coverage with State Compensation Insurance Fund effective 03/01/18 at a total estimated premium of \$65,644 including mandatory surcharges. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

### 4.3 Approval of Roofing Project Bid Award

SD Steinbrick and Facilities Manager, Alfonso Guzman, gave a brief summary on the roof bidding process. Also present during the discussion was Daniel Dreifus of Roofing Standards, Inc., who had an opportunity to discuss his experience with roofing projects and his professional opinion on the roofing bid selection.

Vice-President Court requested a motion to award the bid for Roofing Project 1704-18 to Roofing Standards Inc. in the amount of \$141,500 pursuant to the terms in their proposal and authorize staff to execute the necessary documentation including a prevailing wage contract; find the project exempt from CEQA and authorize the ED to approve payments and change orders not to exceed 10%. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.4 Staff Presentation: *Where You Begin* Class Series

Managing Librarian, Ryan Metheny described the origins, concept and content for the new *Where You Begin* class series. The Trustees present asked questions, reiterated the need for a broad range of educational opportunities for self-represented litigants and expressed support for the new series.

No action taken.

**5.0 CLOSED SESSION**

5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator*.  
Executive Director, Sandra J. Levin; *Employee Organization*: SEIU Local 721.

No reportable action was taken.

**6.0 AGENDA BUILDING**

There were no items for agenda building.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 28, 2018 at 12:15 pm.

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