

**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.**

**April 25, 2018**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 25, 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 Mark Juhas  
Judge Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Judge Richard Rico  
Judge Michael Stern

**Trustees Absent:** Susan Steinhauser, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Trustee Court arrived to the meeting at 12:19pm. Executive Director, Sandra J. Levin recorded the Minutes.

**2.0 PRESIDENT'S REPORT (taken out of order)**

President Juhas thanked LALL staff for a successful 2018 Gala. It was extremely well attended. ED Levin also introduced LALL's newest Library Associate, Stephanie Osorio.

**1.0 PUBLIC COMMENT**

A woman who chose not be identified by name appeared a second time before the board commenting again that she had lost funds from her copier card. She explained her personal hardship and the difficulty in rearranging her schedule only to have another opportunity to come before the board. She also noted her disappointment with a fellow

patron, LALL senior management and security guards throughout her ongoing request to be reimbursed the lost funds.

### **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the March 28, 2018 Regular Board Meeting.
- 3.2 Review of February Financials & List of March Checks and Warrants.
- 3.3 Receipt of FY17-18 Quarter 3 Statistics
- 3.4 Receipt of Platinum Membership Monthly Report
- 3.5 Confirmation of Continuing Need to Undertake Emergency Repair of Steam Leak in Boiler Room

President Juhas requested to pull item 3.3 to offer comment.

President Juhas requested a motion to approve the Consent Calendar Items 3.1, 3.2, 3.4 and 3.5. So moved by Trustee Court, seconded by Trustee Rico. The motion was unanimously approved, 6-0.

President Juhas asked if usage at the library was going down. ED Levin replied that usage is going up but the nature of the usage has changed, e.g. people are taking pictures instead of making copies. ED Levin added that reference may have fewer walk-ins due to the possibility of attending classes, where they would otherwise be going to Reference. ED Levin answered questions regarding classes and workshops. President Juhas requested a motion to approve Consent Item 3.3. So moved by Trustee Court, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

### **4.0 DISCUSSION ITEMS**

- 4.1 Approval of Smoke-Free Property Policy

ED Levin provided a brief explanation as to the need of a Smoke-Free Property policy adding that outside and around the property, there is an ongoing problem of people smoking, leaving behind cigarette butts and sometimes smoking too close to the entrance door causing cigarette smoke to enter the building. Trustee Stern asked if there would be signs placed around the building. ED Levin replied yes, there would be signs and security would make more rounds outside.

President Juhas requested a motion to approve the policy as presented. So moved by Trustee Landin, seconded by Trustee Juhas. The motion was unanimously approved, 6-0.

### **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 EXECUTIVE DIRECTOR REPORT**

ED Levin made a brief comment that the Budget Subcommittee Hearing on April 19, 2018 in Sacramento was both positive and supportive.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:12 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 23, 2018 at 12:15 pm.

A handwritten signature in black ink, appearing to read "Sandra J. Levin". The signature is written in a cursive style with a horizontal line underneath it.

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