

**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.**

May 23, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 23, 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
Kenneth Klein, Esquire
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Judge Dennis Landin
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

President Juhas determined a quorum to be present, convened the meeting at 12:24 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No Public Comment

2.0 PRESIDENT'S REPORT

No Report

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 25, 2018 Regular Board Meeting.
- 3.2 Review of March Financials & List of April Checks and Warrants.
- 3.3 Platinum Program Update for the Month of April
- 3.4 Approval of Revised Job Description: Library Clerk, Circulation

3.5 Confirmation of Continuing Need to Undertake Emergency Repair of Steam Leak in Boiler Room

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

4.0 DISCUSSION ITEMS

4.1 Discussion and Approval of 2018-19 Property & Liability Insurance Renewal

ED Levin provided a brief summary of the Property & Liability Insurance coverage and costs provided by the library's broker Keenan & Associates. The coverage is provided by five carriers which cover a Package Program, Excess Liability, Difference in Condition (DIC) and Cyber Liability. President Juhas noted the decrease in costs and inquired how it happened. FM Juarez replied that one year ago the Board of Trustees decided to decrease earthquake coverage based upon a revised appraisal and risk assessment, which allowed for lower costs in the current year.

President Juhas requested a motion to approve Discussion Item 4.1 and authorize Keenan to bind coverage effective July 1, 2018 with a 10%/50K DIC deductible. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.2 Award of Contract for Financial Audit

ED Levin and FM Juarez briefly described the various audit bids received from such firms as Moss, Levy & Hartzheim LLP, BCA Watson Rice LLP and Vasquez & Company LLP. ED Levin and FM Juarez both recommended moving forward with Vasquez & Co. as the best bidder for the contracted financial auditing company. Trustee Steinhauser asked if there was a standard for "fresh eyes" since Vasquez & Company just ended a three year contract with the library. ED Levin replied that at the end of six years Staff would recommend working with some new auditing personnel (whether at Vasquez or another company) to act as the "fresh eyes."

President Juhas requested a motion to approve Discussion Item 4.2 and select Vasquez & Company, LLP as the Library's auditors for fiscal year 2018 at a cost not to exceed \$19,015. So moved by Trustee Stern, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

4.3 Review of Proposed Operating Budget, FY18-19

ED Levin first announced that the Budget Subcommittee, comprised of President Juhas, Vice-President Court and Trustee Landin, had met on April 26, 2018, and recommended the proposed operating budget. ED Levin summarized the

proposed operation budget for the fiscal year of 2018 while highlighting key points such as no proposed cuts from the collection as opposed to past years and a 1% payroll increase across the board. ED Levin also mentioned the possibility of state funding which would be announced in June. Trustee Steinhauser asked if the 1% increase in pay would bring the staff up to market value. ED Levin replied that it would not completely bring the entire staff up to fair market value since the library as a whole is still underpaid. Trustee Steinhauser also inquired if there should be part time assistance in the Lancaster location. ED Levin replied that the library plans and hopes for a smooth transition to having a regular staff member located in Lancaster at a later time. Trustee Klein asked that Staff keep the board informed on changes and trends in filing fee revenue.

No formal action taken, but the Board directed ED Levin to bring the budget back for formal consideration on the Consent Calendar in June, absent any material changes.

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

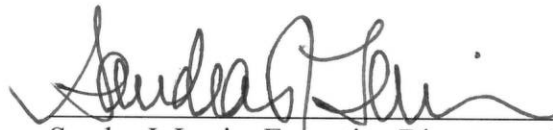
There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

No report given.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:50 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 27, 2018 at 12:15 pm.



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