

**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.**

October 24, 2018

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

Trustees Absent: Kenneth Klein, 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 12:19 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

President Juhas acknowledged the hardworking staff of LA Law Library during the incredible efforts of Pro Bono Week. Also mentioned were the commendations from the Los Angeles County Board of Supervisors and from the Los Angeles City Council to LA Law Library recognizing the annual Pro Bono Week event.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the September 26, 2018 Regular Board Meeting.

- 3.2 Review of August and Financials & List of September Checks and Warrants.
- 3.3 Platinum Program Update for the Months of August
- 3.4 Approval of Amended LA Law Library Classification Chart
- 3.5 Receipt of FY18-19 Quarter 1 Statistics
- 3.6 Approval of CalPERS Health Resolution
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

Trustee Steinhauser requested to pull item 3.7. President Juhas asked if a report to the State on the One Time Funding would be submitted. ED Levin replied that in all likelihood County Law Libraries would voluntarily submit a report on the One Time Funding to the state but that no report is required. Trustee Steinhauser asked to include the foreign language service in the report being that it has already provided better access to legal information by offering a patron a sign language interpreter.

President Juhas requested a motion to approve all items on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Amendment to the Fee Schedule to Add Copy Confirmation Charge

ED Levin summarized the discussion regarding occasional requests from patrons in need of a Copy Confirmation letter. Trustee Court asked if it was possible to reach out to the consulates requesting such letters in order to clarify and potentially minimize the need for these letters. Trustee Steinhauser and Trustee Landin requested that the discussion be revisited in six months at the board meeting with emphasis on staff time and the number of requests received.

President Juhas requested a motion to approve a new charge of \$15.00 for copy confirmation to be added to the LA Law Library Fee Schedule as recommended and to report to the Board after 6 months with an update on the status and implementations on staff. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 6-0.

- 4.2 Review and Acceptance of Draft Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2018

Arlene Pingul and Linda Narciso of Vasquez & Company presented before the board a brief synopsis of the FY18 Financial Audit. Ms. Narciso gave a summary of the scope of services and other required communications. No exceptions or material weaknesses in internal controls were noted.

President Juhas requested a motion to receive and accept the Draft Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2018. So moved by Trustee Juhas, seconded by Trustee Landin. The motion was approved, 6-0

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE REPORT

ED Levin spoke on the anticipated success and high attendance of Pro Bono Week highlighting the Tuesday evening class line up. ED Levin reported that a total of six programs were held on the Tuesday evening and were all well attended, especially the Roundtable Discussion: Improving Services for Immigrants.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:18 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 14, 2018 at 12:15 pm.


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