

**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.**

**March 27, 2019**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 27, 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 Dennis Landin  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:** Judge Michelle Williams Court  
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 12:19 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

1. Public comment from patron Lee Paradise, who commented on his pending lawsuit on the law library. He forewarned the board that he would be filing a lawsuit soon and would be providing a full report for the board and LALL executive staff to review prior to filing.

2. Public comment from patron C. R. Tillman, who commented on the policy of service animals in the library. Mr. Tillman understood that any animal, i.e., cat, bird, etc., can and should be identified as a service animal.

## **2.0 PRESIDENT'S REPORT**

President Juhas commented and reminded the board of trustees on the upcoming Gala. All were looking forward to the annual fundraiser night.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the February 27, 2019 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants.
- 3.3 Platinum Program Update for the month of February
- 3.4 Approval of Revised HelpDesk Analyst Job Description

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

## **4.0 DISCUSSION ITEMS**

- 4.1 Staff Presentation: A Historical Look at LALL Programming

Communications Manager, Leigh Saldana, gave a brief presentation on the history of LALL programming. Included in the presentation were the first signs used and efforts in public outreach to market and promote the new classes being offered at LALL beginning in 2009. Over the years the number of classes, clinics and workshops grew to exponential numbers as did the outreach for patrons and community organizations on behalf of the Communications Department. Communications Aide, Katie Hilliard, assisted in the demonstrations of large signage used by the library throughout the years.

No action taken.

## **5.0 CLOSED SESSION**

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

No reportable action taken

## **6.0 DISCUSSION ITEMS (CONT'D)**

- 6.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation

Board meeting was reopened to the public after closed session. President Juhas stated that the law library has seen vast improvements under the direction of ED Levin and congratulated her for her remarkable leadership and path of sustainability and growth. Trustee Steinhauser commented on the growing respect and appreciation for LALL and the Executive Director. Trustee Klein noted the 4% raise approved for the rest of staff as of September 26, 2018, proposing to retro pay ED Levin to July 2018 at a 5% salary increase. ED Levin

requested that the retro pay commence as of January 1, 2019 (as opposed to July 1, 2018).

President Juhas requested a motion to approve a 4% salary increase for the Executive Director with a retro pay to January 1, 2019. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

**7.0 AGENDA BUILDING**

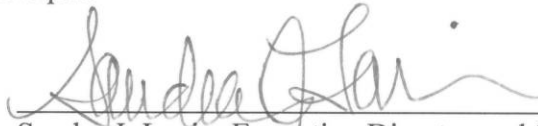
There were no items for agenda building.

**8.0 EXECUTIVE REPORT**

ED Levin commented on the public comment made earlier by Mr. Tillman on the policy of service animals that are welcome in the library. ED Levin stated that California State law includes dogs and miniature horses, not cats, snakes, birds or any other animal other than dogs or miniature horses.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:27pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 24, 2019 at 12:15pm.



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