

**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.**

July 24, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 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
Jennifer Martin, Temporary Project Coordinator

President Juhas determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:19pm.

1.0 PUBLIC COMMENT

No requests for public comment were received

4.0 CLOSED SESSION (TAKEN OUT OF ORDER)

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

No reportable action taken.

2.0 PRESIDENT'S REPORT – OPEN SESSION

No President's report.

3.0 **CONSENT CALENDAR**

- 3.1 Approval of Minutes of the June 19, 2019 Regular Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants.
- 3.3 Receipt of Platinum Program Update for the month of June
- 3.4 Receipt of FY19 Quarter 4 Statistics
- 3.5 Approval of Vazquez & Company LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2018-19
- 3.6 Approval of Revised Rules of Conduct
- 3.7 Approval of Revised Job Description for Library Aide, Circulation and IT Department Positions
- 3.8 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors Appointments for the terms identified as September 1, 2019 to August 31, 2021

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

5.0 **DISCUSSION ITEMS**

- 5.1 Approval of Memorandum of Understanding with SEIU Local 721 and Related Budget Amendments

President Juhas requested a motion to 1) approve the attached MOU; and 2) Amend the fiscal year 2020 budget to add \$47,000 for a 5% bonus for represented employees and \$68,000 (based upon 2% of salaries) to be allocated towards a merit bonus. So moved by Trustee Court, seconded by Trustee Stern. The motion was unanimously approved, 6-0.

- 5.2 Staff Presentation: AALL 2019 Conference Review

LA Law Library was present at the 2019 AALL Conference held in Washington DC July 13-16, four LALL staff members attended: Director of Collection Management Services, Meiling Li; Managing Librarian of Legal Education, Ryan Metheny; Reference Librarian, Anahit Petrosyan; Global Law Librarian, Dinah Minkoff. All attendees shared knowledge and experience gained. Trustee Steinhauser added it was money wisely spent. Trustee Landin agreed a great deal of knowledge and experience was gained. Trustee Stern asked how the library compared to others. Staff replied we are unique in our size and collection.

No action taken.

1.0 PUBLIC COMMENT(TAKEN OUT OF ORDER – LATE REQUEST)

Patron Randall made a public comment before the board regarding a situation with security. Patron was denied entry with oversized cart. Patron was escorted up to Hill Street by security and felt poorly treated. A formal complaint was made.

6.0 AGENDA BUILDING


There were no items for agenda building.

7.0 EXECUTIVE DIRECTORS REPORT

ED Levin commented on an incident that took place at the Federal Courthouse and as a result affected the law library. A gunshot was fired and a bullet was lodged into the granite front wall of the library. Police removed the bullet. ED Levin also added that demographics are changing, causing increased challenges by staff and security. Trustee Steinhauser asked what the board could do to help. Suggestions made were many of the incidents could be due to extreme weather and to connect with city hall and shelters.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:17pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 28, 2019 at 12:15pm.


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