

**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.**

November 20, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 20, 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
Susan Steinhauser, Esquire
Judge Michael Stern

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

Patron, Michelle Morgan, expressed frustration due to being denied having library and membership fees waived. Ms. Morgan stated she is disabled and submitted a Request for Reasonable Accommodation to allow her to access legal databases remotely. Ms. Morgan requested that the Board instruct the Executive Director to waive the Members fee.

ED Levin responded that 1) the ADA requirement does not include waiving fees; and 2) publishers do not allow the library to give free access to most databases.

ED Levin made a public comment on behalf of a patron that wished to remain anonymous. The patron expressed frustration to ED Levin because the library had denied her access due to oversized bags.

ED Levin added that many library patrons wish to carry multiple or oversized bags when visiting the library. It is an ongoing problem that the library deals with almost daily and resources for patrons to safely store their belongings are limited. ED Levin suggested the Law Library may wish to write a letter to the City and the County proposing public lockers. Trustee Steinhauser inquired about training on mental health and homelessness.

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 23, 2019 Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants.
- 3.3 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2019
- 3.4 Approval of 2020 LA Law Library Holiday Calendar
- 3.5 Approval of 2020 Board of Trustees Meeting Schedule
- 3.6 Approval of Job Description for Executive Assistant, Capital Projects
- 3.7 Receipt of Platinum Program Update for the month of October
- 3.8 Approval of Amended Members' Program Borrowing Rules

Trustee Steinhauser requested to pull item 3.6 for discussion. President Juhas requested a motion to approve items 3.1 -3.5, 3.7 & 3.8 on the Consent Calendar. So moved by Trustee Court, seconded by Trustee Stern. The motion was unanimously approved, 6-0.

Trustee Steinhauser noted this may be the first time we were considering funding a new position with time-limited funds. ED Levin responded that the position was created in light of capital projects, therefore funded by the one-time funding. ED Levin added that the library does not have adequate staffing to execute all projects, help maintain contracts and timelines. Further, to pay a consultant would be more costly.

President Juhas requested a motion to approve item 3.6 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

- 4.1 Review of 1st Quarter FY2019-20 Budget

Finance Manager, Marcelino Juarez, sat before the board to provide a brief summary and to answer any questions regarding the 1st quarter budget report. No questions were asked by the board. ED Levin reminded that the mid-year budget report and FY2021 planning would be coming soon.

No action was requested or taken.

4.2 Pro Bono Week After Report

Managing Librarian Janine Liebert, IT Manager Sonny Lew and Senior Director Jaye Steinbrick, presented a summary of the programming and IT set ups for the annual Pro Bono Week event held in October at LA Law Library. J. Liebert noted new classes being held such as Voting With Disabilities: Accessible Voting and other classes on disability rights and transgender name change, as well as the usual high demand offerings such as Landlord and Tenant classes. In addition, S. Lew summarized IT advancements made for some of the classes such as the CART (Communications Access Real time Translation) service where a live captioned streaming is presented at the bottom of a computer or phone screen displaying what presenters are saying. J Steinbrick showcased an example of a live stream video that was released on the Voting With Disabilities: Accessible Voting class.

No action was requested or taken.

5.0 AGENDA BUILDING


There were no items for agenda building.

6.0 EXECUTIVE DIRECTORS REPORT

ED Levin invited the Board of Trustees to the LALL Staff Holiday Party, to be held on Wednesday December 4, 2019 offsite. ED Levin and the Board discussed scheduling challenges with the next meeting to be held on Wed. Dec. 18, 2019. It was decided that a voting poll would be sent to the board to decide on a day to reschedule the December Board Meeting.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:20pm. The next Regular Meeting of the Board of Law Library Trustees will be scheduled for a date to be determined in December, 2019.


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