

**MINUTES OF THE SPECIAL 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.**

**December 17, 2019**

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 17, 2019 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 Michelle Williams Court  
Judge Dennis Landin  
Kenneth Klein, Esquire  
Judge Richard Rico  
Judge Michael Stern  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Mark Juhas

**Senior Staff Present:** Sandra J. Levin, Executive Director

**Also Present:** Ann Marie Gamez, Executive Assistant  
Marcelino Juarez, Finance Manager  
Lisa Curtin, HR Consultant | One Digital

Vice President Court determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Trustee Steinhauser joined the meeting at 12:54pm. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

LALL Staff member, Sharon Boone, requested that the library pay staff for 27 pay periods, noting the financial burden on all library staff by the alternate options provided in the 4.1 staff report.

SEIU 721 Director, Renee Anderson, expressed her views on item 4.1 regarding the 27 pay periods and noted that Option #2 on the 4.1 staff report was not good because it

would decrease each employee's paycheck which would amount to financial hardship. Ms. Anderson noted that option #3 was not favorable as it involved employees being burdened with debt. Ms. Anderson recommended option #1 as the right solution on behalf of SEIU 721.

LALL Staff member, Joseph Seal, commented before the board regarding item 4.1 of the Board Agenda. Mr. Seal recommended a 4<sup>th</sup> option to item 4.1, which was not listed on the staff report, to change the payroll schedule to a semi-monthly pay period in order to avoid the inevitable result for a periodic leap year conflict for bi-weekly paychecks.

LALL patron, Nazareth Haysbert, made a comment on a billing issue he had with the law library, and requested to set up a meeting with the Executive Director. Mr. Haysbert commented that he would like to discuss how he could support the library as a lawyer and would hope to come to some kind of an agreement regarding his billing issue.

## **2.0 PRESIDENT'S REPORT**

### **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the November 20, 2019 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants.
- 3.3 Receipt of Platinum Program Update for the month of November and Approval of Change in Reporting
- 3.4 Approval of Amendment to 2020 LA Law Library Holiday Calendar Regarding 4<sup>th</sup> of July Observance

Vice President Court 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 Discussion and Direction Regarding Treatment of Payroll Schedule Anomaly and Potential Change in Payroll Cost

ED Levin announced that she and other Staff members would remove themselves from the meeting as item 4.1 was called since it pertained to Staff's compensation. Lisa Curtin of One Digital, the law library's human resources consultant, presented the item and offered to address any questions from the Board. Trustee Klein asked what costs are associated with a semi-monthly pay schedule. L. Curtin replied that the law library would need to work with the vendor, train staff and provide a 30-60 day notice. Vice President Court noted a transition to a semi-monthly pay schedule could not be done in time for the new year. L. Curtin added that there would need to be more investigation on a semi-monthly pay schedule. Trustee Klein asked how much the loan would be and whether interest would accrue. L. Curtin replied that interest could be charged but is not recommended. VP Court also noted the administrative costs, time and

money needed to track promissory notes. L. Curtin added that most employers pay the extra pay check. L. Curtin added that options #1 and #2 of the Staff recommendations would be easy and #3 would not be. VP Court noted that the situation was very complicated; it required an entity to be responsible for the costs either the law library or the Staff, and felt that the law library was in a good place with the budget and could afford the extra pay check. VP Court requested that the item on transitioning to a semi-monthly for 2021 be considered in 2020.

Vice President Court requested a motion to approve option #1 of item 4.1, do nothing to adjust compensation and pay the same amount on each payday, recognizing one extra pay check in the year. So moved by Trustee Stern, seconded by Trustee Landin. The motion was approved, 5-0.

#### 4.2 Consideration of Cash Needs and Approval of Amount Available for Investment

ED Levin explained the law library reserves are in a good shape and reviewed the reserves as compared to long term liabilities. Finance Manager, Marcelino Juarez, explained the recommendation that \$1 million is available to invest. FM Juarez also noted that with the laddered investment structure, the Law Library has recurring opportunities to sell investments at their maturity date.

Trustee Klein asked whether to consider \$900K instead of one million in light of the \$95K expenditure approved from item 4.1. FM Juarez replied it did not change his recommendation of \$1M. ED Levin added that the margin of error is significant given that CalPERS and capital projects can be unpredictable and that fluctuations were already taken into account in the Staff recommendation.

Vice President Court requested a motion to approve item 4.2 option #1, to invest an additional \$1M from County pool in higher yield investments.. So moved by Trustee Landin, seconded by Trustee Klein. The motion was approved, 5-0.

#### 4.3 Selection and Approval of Investment Type

ED Levin removed herself to the audience and did not participate.

FM Juarez explained to the Board that this item is in line with item 4.2, where now the Board would have to decide where to invest the 4.2 Board approved \$1M. Staff recommended to move the \$1M to UBS Financial Services.

Vice President Court requested a motion to approve item 4.3, recommending the Board approve additional U.S. Treasury Obligation investments through UBS Financial Services using the existing laddered strategy in the amount of \$1M. So moved by Trustee Klein, seconded by Trustee Landin. The motion was approved, 6-0. [Trustee Steinhauser having joined the meeting]

**5.0 CLOSED SESSION**

- 5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director  
No reportable action was taken.

**6.0 OPEN SESSION – DISCUSSION ITEMS CONTINUED**

- 6.1 Discussion and Decision Regarding Change in Compensation of Executive Director

Vice President Court stated that the Executive Director of LA Law Library should receive a 5% bonus as a result of a successful year reflected in the Executive Director's Performance Evaluation and consistent with the 5% bonus given to other Staff earlier in the fiscal year.

Vice President Court requested a motion to approve a 5% bonus for the Executive Director. So moved by Trustee Klein, seconded by Trustee Rico. The motion was approved, 6-0.

ED Levin returned to the Board table for the remainder of the Discussion Items.

**7.0 AGENDA BUILDING**

There were no items for agenda building.

**8.0 EXECUTIVE DIRECTORS REPORT**

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:19pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 22, 2020 at 12:15pm.



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