

**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.**

January 22, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 22, 2020 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
Kenneth Klein, Esquire
Judge Richard Rico
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: None

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Ann Marie Gamez, Executive Assistant
Marcelino Juarez, Finance Manager

President Juhas determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

LALL patron, Lee Paradise, commented before the board that he would be executing his lawsuit against the law library this year with the southeast Judicial District.

3.0 PRESIDENT'S REPORT

No report.

4.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 17, 2019 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants.

- 3.3 Receipt of Quarter 2 Statistics for FY2020
- 3.4 Approval of 2020-21 Workers Compensation Insurance Renewal
- 3.5 Approval of IT Help Desk Analyst Job Description
- 3.6 Approval of Employee Handbook Updates
- 3.7 Retirement Commendations
- 3.8 Volunteer Recognition

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Court, seconded by Trustee Klein. The motion was unanimously approved, 7-0.

2.0 VOLUNTEER APPRECIATION (Taken out of Order)

President Juhas presented Volunteer Commendations to LA Law Library volunteers that have dedicated significant volunteer time at one of the law library's events and/or clinics such as Lawyers in the Library. More than 20 volunteers attended the board meeting to receive a commendation and to share their experiences with the Board.

5.0 AGENDA BUILDING

There were no items for agenda building

6.0 EXECUTIVE DIRECTORS REPORT

ED Levin announced two recent LALL retirees and displayed their commendations and commemorative crystal books. Christine Langteau retired as a Reference Librarian after 12 years of service and Kathleen Terada retired as the Library Technician for the Order Department after 16 years of service. Both retirements took place at the end of December in 2019. The Board expressed their gratitude for the service provided by these employees,

7.0 VOLUNTEER RECEPTION

Trustee Stern asked each volunteer present to introduce themselves and tell a little about what services they have performed for the library and their own professional background. Each volunteer gave a brief introduction, noting the rewarding aspects of volunteering to help those struggling with legal issues who cannot afford counsel. The Trustees thanked the volunteers for their generosity and dedication – and for their inspiring words.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 26, 2020 at 12:15pm.



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