

**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.**

April 15, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 15, 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. All Trustees indicated as present participated by telephone.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
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

No public comment.

2.0 PRESIDENT'S REPORT

President Juhas regrettably announced the cancellation of the 2020 Beacon of Justice Award Gala.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 25, 2020 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants.
- 3.3 Receipt of Quarter 3 Statistics for FY2020

Trustee Steinhauser request that item 3.3 be pulled from the Consent Calendar. President Juhas requested a motion to approve items 3.1 and 3.2 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

Trustee Steinhauser expressed appreciation to Staff and thanked everyone for taking on the challenges. Noted in the statistics was a decline in particular statistics, due to incomplete statistics. ED Levin replied that due to the COVID19 hard closure, many stats were not accessible in time and certain onsite services had ended. However, Staff is tracking statistics while working from home and will provide more complete statistics going forward. Also later noted for March but not reflected in the report in time, was a spike in Question Point. ED Levin also reported on statistics for online classes and registrations. President Juhas requested a motion to approve items 3.3 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 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations

ED Levin gave an update as to how the law library had been adjusting to the ever changing mandates produced by the City, County and State. ED Levin explained that the library has been coming up with an extensive resource list for patrons, organized by subject area. ED Levin also noted that many of the classes that would have been held at the library are being recorded and are available online instead.

ED Levin stated that soon the law library would be putting plans together for a phased re-opening and that this is a complex and multi-faceted problem.

No Action to be taken.

5.0 CLOSED SESSION

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

No reportable action taken.

6.0 AGENDA BUILDING

There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT

No Report

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:02pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 27, 2020 at 12:15pm.


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