

**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.**

May 27, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 27, 2020 at 12:15 p.m. via teleconference 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
Judge Dennis Landin
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: Ann Marie Gamez, Executive Assistant
Marcelino Juarez, Finance Manager

President Juhas determined a quorum to be present, convened the meeting at 12:17 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

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 15, 2020 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants.
- 3.3 Receipt of Monthly Statistics for April FY2020
- 3.4 Approval to Bind Coverage for 2020-21 Property & Liability Insurance Renewal
- 3.5 Approval of Amendment to Extend SEIU Local 721 Memorandum of Understanding

President Juhas requested a motion to approve all 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 Review of Operating Budget FY2020-21

ED Levin gave a background summary on the proposed operating budget for FY2020-21. Noted by ED Levin was the library's financial stability despite the COVID crisis and the decline in civil filing fees, due to the library's reserves, investments and the potential for funding from the Legislature. ED Levin also added that staff furlough days were included in the proposed budget and potential additional budget cuts were provided in an attached memorandum. Trustee Court commented on being pleased with the library's good financial position in light of the pandemic due to conservative spending in the past. Trustee Landin inquired if rising costs on cleaning services and added security had been taken into consideration when constructing the proposed budget. ED Levin replied that it had been considered, but costs were unpredictable at the moment and further cost information would be presented to the board at a later board meeting.

No formal action was taken but the Trustees present expressed unanimous support for the budget as proposed. Formal consideration of the budget will take place in June.

4.2 Review of Return to Work Plans, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

ED Levin updated the board on the proposed Return to Work protocols. A scheduled date of June 1 would mark the official RTW date for most staff who had been working remotely. Some staff would continue to work from home based upon CDC guidelines and other risk factors. Measures by the Executive Director and the Facilities team had been taken to appropriate social distancing and sanitizing protocols. Also expected to launch in June was a curbside pick-up service for patrons who would be interested in checking out library materials.

Trustee Court inquired how Staff feels overall about returning to work onsite. ED Levin replied that most of staff is enthusiastic about returning to work onsite. Trustee Steinhauser inquired about safety precautions for staff who might be sick and ED Levin explained many procedures in place, including that any staff member who is symptomatic may not come in to the library, all staff onsite are required to wear face masks, wash hands and use hand sanitizer provided, and Security would open all staff doors daily prior to the arrival of staff to decrease contact with shared surfaces. ED Levin concluded that the goal is to present a safe environment for staff. Trustee Stern commented on being pleased with the library's transitions and preparations.

As part of the RTW options, ED Levin requested authority to approved Unpaid Leaves of Absence of up to 3 months for Staff members who wish to take time off in light of COVID-19. Unanimously approved.

No Action to be taken.

5.0 **AGENDA BUILDING**

There were no items for agenda building

6.0 **EXECUTIVE DIRECTORS REPORT**

The Senate Budget Committee had approved County Law Libraries to be included in the state budget for the coming fiscal year. The Assembly had not yet voted on the budget proposals nor had CLL's been rejected. A cut to general libraries had been voted but no word yet on CLL's.

The library was still awaiting an update from the Presiding Judge on the replacement of Judge Rico since his Leaving Office in February 2020.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:21pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 24, 2020 at 12:15pm.



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