

**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.**

June 24, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 24, 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 Dennis Landin
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire

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

Also Present: 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 May 27, 2020 Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants.
- 3.3 Receipt of Monthly Statistics for May FY2020
- 3.4 Approval to Guardian Insurance Renewal LTD, Dental, Vision
- 3.5 Approval of Operating Budget for FY2020-21

Trustee Steinhauser requested that item 3.3 Receipt of Monthly Statistics for May FY2020 be removed from the consent calendar for discussion.

President Juhas requested a motion to approve all remaining items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

Trustee Steinhauser requested clarification regarding the tracking of remote services and online classes. ED Levin explained that tracking is in place and highlighted the categories that are new, such as online classes, as well as some categories that are showing increases, such as email reference requests.

President Juhas requested a motion to approve Consent Calendar item 3.3. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Approval of a Statement on Race and Equity

ED Levin explained that this statement was not tailored to LA Law Library but was a joint statement from many libraries that recognizes that racial and social inequity in the communities we serve necessarily impacts access to library services (e.g., the digital divide, language barriers, unaddressed mental or physical health issues, etc.) and that every staff member is also a product of society and has implicit biases that need to be acknowledged and addressed. ED Levin noted that LALL has always worked to achieve social justice, but there is more that we can and should do – and we have been discussing this internally, to try to achieve greater diversity and inclusion.

President Juhas and Trustee Steinhauser commented on the importance of these initiatives.

President Juhas requested a motion to approve Discussion Item 4.1, adopt the policy for LA Law Library as well. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

5.0 AGENDA BUILDING

There were no items for agenda building

6.0 EXECUTIVE DIRECTORS REPORT

6.1 Update Regarding Return to Work Plans

ED Levin updated the Board on the status of staffing, the impacts of coronavirus and stay at home orders on Law Library operations and challenges of reopening to patrons in the current environment. ED Levin emphasized that the Library Staff is doing an excellent job providing remote services, that attendance at online classes is high and that the new will-call pickup service seems to be working well.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:52pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 22, 2020 at 12:15pm.



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