

**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.**

July 22, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 22, 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
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: None

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 June 24, 2020 Regular Board Meeting
3.2 Review of May Financials and List of June Checks and Warrants.
3.3 Receipt of Quarter 4 Statistics for FY2020
3.4 Approval of Copy Fees and Charges (Amendment of Fee Schedule)

Trustee Steinhauser requested that Consent items 3.2 and 3.4 be removed from the consent calendar for discussion.

President Juhas requested a motion to approve remaining items 3.1 and 3.3 on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 7-0.

Trustee Steinhauser requested clarification regarding revenue and filing fees, as well as the fee waivers in place during the pandemic. ED Levin explained current filing fee expectations and current policy regarding charges for e-delivery.

President Juhas requested a motion to approve Consent Calendar items 3.2 and 3.4. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 7-0.

4.0 DISCUSSION ITEMS

4.1 Approval of Google Discussion and Consideration of Policy

ED Levin explained the dilemma regarding public records containing personal information, particularly information that would likely be considered private and treated as confidential under modern legal standards. The Board discussed the need for sensitivity and a balanced approach.

The Board expressed appreciation for the careful and thorough consideration given by Staff. No action was taken.

4.2 Award of Contract for Financial Audit

ED Levin summarized that LALL solicited proposals for Financial Audit Services upon the expiration of the prior auditor's agreement. A request for bids was sent out by Finance Manager, Marcelino Juarez, and LALL received a number of bids in response. Staff recommended The Pun Group, as they were the lowest bid and highly qualified. Judge Orozco inquired why a new audit firm was being sought. ED Levin replied that LALL typically goes to bid on audit services every 3-5 years. Also, LALL wanted more information from its audit partner regarding past conflicts of interest and ethical violations or investigations which required a new bid process.

President Juhas requested a motion to approve Discussion item 4.2, Award a contract for financial audit services to the Pun Group for fiscal year 2020 at a cost not to exceed \$18,000, with an opinion to extend for up to 2 additional years at the rates indicated in the proposal. So moved by Trustee Landin, seconded by Trustee Orozco. The motion was unanimously approved, 7-0.

7.0 EXECUTIVE DIRECTORS REPORT (Taken Out of Order)

7.1 Update Regarding Return to Work Plans

ED Levin noted that LALL is not yet able to open to general public. LALL has been offering classes, reference assistance, document delivery and some clinics online and over the phone. LALL implemented curbside pickup for material pick up with an appointment.

Friends videotaping tribute for 2020 Gala took place in the library while taking special health precautions for COVID. Tributes to the honorees and the library were recorded. Justice Elwood Lui and Rose Ochi were the 2020 Gala honorees; Judge Gee spoke on behalf of Rose Ochi who was unable to be recorded for health reasons. The video will be shared with the Board upon its completion.

Statewide Funding has been awarded however the longer term impact on revenue to CLLs is still unknown. CLL's across the state are struggling and the funding will help with basic needs to provide limited in person services and remote services, such as internet bandwidth and up to date software and licensing of databases.

5.0 **CLOSED SESSION**

5.1 Conference with Legal Counsel: Initiation of Litigation
 (Gov. Code § 54956.9(d)(4))
 Number of Potential Cases: 1


No reportable action was taken.

6.0 **AGENDA BUILDING**

There were no items for agenda building

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:24pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 2020 at 12:15pm.



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