

**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.**

September 23, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 23, 2020 at 12:15 p.m. via Zoom Webinar 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 Michelle Williams Court
Judge Dennis Landin
Judge Yolanda Orozco
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Kenneth Klein, Esquire

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

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

Vice-President Court determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Stern joined the meeting at 12:23pm.

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 July 22, 2020 Regular Board Meeting
- 3.2 Review of June and July Financials and List of July and August Checks and Warrants.

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

4.0 DISCUSSION ITEMS

4.1 Determination of Need to Undertake Emergency Repairs Relating to Broken Water Intake Pipe

ED Levin explained the situation concerning leaks from an external water intake pipe. The condition of the leaking pipe caused concern regarding the potential for a burst pipe which could cause damage, safety hazards and costs. The Library's plumbing consultant had advised that repairs should be undertaken immediately on an urgent basis. ED Levin explained that the costs of repairing the entire two sections of pipe was far less of an amount than what would be had there been a pipe burst. Trustee Orozco commented that the cost of immediate repair was reasonable. Trustee Steinhauser thanked the Facilities Department for their prompt and immediate attention to the needs of the Library.

Vice-President Court requested a motion to determine by a four-fifths vote that an emergency existed that required the immediate expenditure of public money to safeguard life, health, or property. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

4.2 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors

ED Levin explained that the Board of Trustees appoints the majority of the members of the Board of Directors for the Friends of the Los Angeles County Law Library. The usual process is that the Friends Board suggests prospective members for appointment. The following were proposed appointees:

- Jordan Weiss
- Peter Morrison
- Gretchen Nelson
- David Hackett
- James Ham
- Jeff Kichaven
- Mark Yohalem

Trustee Steinhauser gave a brief summary on each appointee. Trustee Stern inquired how many members were on the Board of Directors and how many were ethnic or minority persons. ED Levin replied that she was aware of diversity on the 20+ member board, but did not have exact counts and would request that information from the Friends. Trustee Orozco asked what the requirements were to be an appointed Board Director. Trustee Steinhauser replied that any one person who would be able to fundraise for the law library either from being a part of a law firm that would be willing and able to donate at any of the Friends Gala pledge levels, by donating at a pledge level alone or by soliciting contributions. VP Court added that she was glad to see such enthusiasm from the Friends each year and how difficult it can be to have members who are unable to fulfill the fundraising aspect.

Trustee Orozco asked what the timeframe was for appointments to be researched. ED Levin replied that September is the usual month for Trustee Board approval, however recommendations and referrals for potential Friends members were welcome at any time. Trustee Steinhauser

mentioned a hopeful plan to bring in the Friends Directors to a future LACLL Board meeting to meet everyone.

Vice-President Court requested a motion to approve the aforementioned Friends of the Los Angeles County Law Library Board of Directors appointments for the terms identified in Discussion Item 4.2. So moved by Trustee Steinhauser, seconded by Trustee Orozco. The motion was unanimously approved, 5-0.

4.3 Review and Approval of Annual Report to the Board of Supervisors

ED Levin briefly summarized the content of this year's LA County Board of Supervisors Annual Report. Included in the report was a lengthy description of the operations, protocols and procedures including those due to COVID-19 closures. Trustee Steinhauser asked whether the Supervisors Report could be posted on the law library website, adding that she was quite proud of the continued work and diligence by Staff throughout the pandemic. ED Levin responded that it was possible to post the report on the library website. VP Court also added how happy she was as well to see how the Law Library responded to the pandemic.

Vice-President Court requested a motion to approve the attached cover letter and annual report to the Los Angeles County Board of Supervisors in Discussion Item 4.3. So moved by Trustee Orozco, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

6.0 AGENDA BUILDING

There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT

ED Levin reported that the law library did not yet have plans to reopen its physical facilities to the public on any specific date, adding that the library will not open for in-person visits until other libraries in downtown open as well. The Law Library is providing service via phone, email and live chat, as well as providing book check-out by appointment only. Clinics continue to be operated via telephone and dozens of classes and MCLE'S are available online (either live or recorded). Lastly, ED Levin announced the upcoming Pro Bono Week event from Oct. 26-30, which will be held entirely online and by phone.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:13pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 28, 2020 at 12:15pm.


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