

**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.**

November 18, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 18, 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 Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Yolanda Orozco
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: None

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

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

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. Trustee Steinhauser joined the meeting at 12:20pm. Trustee Stern joined the meeting at 12:35pm.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

No President's Report.

4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)

4.1 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2020.

Engagement Partner Frances Kuo of The Pun Group summarized the purpose, function and findings of the Financial Audit for FY2019-20. F. Kuo noted that library management was very helpful providing all documentation requested in order to fully understand the overall operations of the LA County Law Library.

President Juhas requested a motion to accept the Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2020 and the Draft AU-C260 Letter. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 7-0.

3.0 **CONSENT CALENDAR**

- 3.1 Approval of Minutes of the September 23, 2020 Regular Board Meeting
- 3.2 Review of August and September Financials and List of September and October Checks and Warrants.
- 3.3 Receipt of FY20-21 Quarter 1 Statistics
- 3.4 Approval of 2021 Holiday Schedule
- 3.5 Approval of 2021 Board of Trustees Meeting Schedule

Trustee Steinhauser requested to pull item 3.3 (Statistics) from the Consent Calendar. President Juhas requested a motion to approve items 3.1, 3.2, 3.4 & 3.5 on the Consent Calendar. So moved by Trustee Court, seconded by Trustee Steinhauser. The motion was unanimously approved, 7-0.

Trustee Steinhauser inquired as to what remote services were included on the Quarterly Statistics. ED Levin replied that the online classes that had been implemented as a result of the COVID closure were listed in the statistics. ED Levin noted that during the pandemic, reference and research phone calls and emails have increased, while overall requests have decreased due to the closure of in-person services. ED Levin added that reference staff reports that inquiries have been more complex and in-depth.

President Juhas requested a motion to approve item 3.3 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Orozco. The motion was unanimously approved, 7-0.

4.0 **DISCUSSION ITEMS**

- 4.2 Review of FY21 Quarter 1 Budget

ED Levin and Finance Manager, Marcelino Juarez, summarized the current status of the Quarter 1 Budget Review. Trustee Court inquired as to the Treasury Bill and the UBS investment maturities and return. M. Juarez responded in regards to the investment growth with long and short term investments and the laddered structure, explaining that the strategy is to mature and reinvest them on a regular basis to assure adequate liquidity. Trustee Steinhauser added how pleased she was that revenues had begun to recover. ED Levin explained the revenue predictions that were used in the budget.

No action taken.

- 4.3 Acceptance of Bequest to LA Law Library

ED Levin informed the Board of a bequest made by former LA Law Library patron and member, Joan Lavine. The bequest is for \$100,000 in memory of Morris Lavine. Joan Lavine had been a member of the law library's member program since its debut in 2010. Prior to that, Ms. Lavine was a patron dating back to at least the year 2000. Ms. Lavine was an active participant of MCLE classes and often shared positive encouragement, constructive feedback and helpful suggestions.

President Juhas asked if there was any reason why the library should not accept the bequest or if there were any prohibitions. ED Levin stated that because the terms of the bequest are very reasonable and the categories for spending the money are for what is needed in terms of resources and access, there was nothing that should prohibit the library from accepting the bequest.

President Juhas requested a motion to acknowledge and accept the generous bequest made by Joan Lavine in Discussion Item 4.3. So moved by Trustee Orozco, seconded by Trustee Steinhauser. The motion was unanimously approved, 7-0.

4.4 Staff Presentation: Online MCLE and Legal Education Developments

Managing Librarian of Legal Education, Ryan Metheny, provided a summary of the upcoming MCLE programming, reminding that before the pandemic the library had zero online classes, but that currently many legal classes are now online and accessible to the public. R. Metheny explained that online MCLE classes were initiated during Pro Bono Week, scheduled first as a live class and then posted for public access on the library's website. R. Metheny also displayed the lineup for future MCLE online classes on the Law Library's MCLE Classes page. The board expressed great appreciation for the work in creating such important and relevant topics for class programming. ED Levin also thanked the IT and Communications department for their part in adopting creative ways to bring in an audience and make online posting possible.

No action taken.

5.0 AGENDA BUILDING

There were no items for agenda building

6.0 EXECUTIVE DIRECTORS REPORT


ED Levin reported that the law library was scheduled to have the Volunteer Appreciation at the upcoming December meeting.

Library operations are still remote except for distanced book pick up. The book pick up has been on a regular basis allowing patrons to have access to print material in addition to online resources. Overall library focus is shifting from how to reopen to expansion on providing services online and remotely. ED Levin also mentioned that the fencing will continue to stay around the perimeter of the library for protection and the book drop box had been moved to a location so patrons may access it after hours with the fence in place.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned in memory of Law Library longtime patron, member and friend, Joan Lavine, at 1:35pm.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 16, 2020 at 12:15pm.


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