

**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.**

December 16, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 16, 2020 at 12:15 p.m. via Zoom 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
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Yolanda Orozco
Judge Dennis Landin

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 12:20 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

President Juhas welcomed and thanked the law library volunteers for their time throughout the year to assist in the library's programming. President Juhas commended them all for their dedication during this time of unprecedented need.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 18, 2020 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants.

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 Authorization to Comment on Actions by Other Government Agencies

President Juhas spoke in regards to the possibility of funding cuts and other actions that would indirectly impact the law library and expressed the need for a process by which the law library could send a letter of advocacy to another government agency. ED Levin explained that the issue presented was whether the President would be given authority to ask the ED to send a letter of advocacy should time constraints not allow consultation with the full Board. Vice-President Court commented that she was comfortable with the judgement and reasoning of the President and ED and noted that there would continue to be rising issues of funding cuts especially during these times. Trustee Steinhauser commented that she agreed on an overall approval for the ED to move forward with advocacy in consultation with the President, but requested a report on what types of actions are being taken as they occur.

President Juhas requested a motion to authorize the President to comment or request that Staff comment in circumstances where proposed action by another government agency would have an impact on the Law Library. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.2 Staff Presentation: Pro Bono Week After-Report

ED Levin thanked Staff for their hard work and dedication and for the success of this year's Pro Bono Week. Managing Librarian, Janine Liebert, summarized the events and turnout of Pro Bono Week, including the launching of online MCLE classes and transitioning the entire program to an online format. J. Liebert explained that this year was a great change to past years events with tremendous support from the Communications team, IT, 3rd party organizations and speakers who volunteered their time and expertise. J. Liebert thanked everyone involved in the process of making the event successful.

Trustee Steinhauser commented how pleasing it was that the law library was able to continue the tradition of Pro bono Week despite the impacts of the pandemic. ED Levin added that PBW ran very smoothly because of everyone's willingness to try new things and do whatever was necessary to make it online accessible. Senior Director, Jaye Steinbrick also thanked the IT team for their diligence in responding to the needs of online programming including accommodating technical assistance for the hearing impaired.

No action requested or taken.

4.3 Volunteer Recognition

ED Levin welcomed the Law Library volunteers in attendance and thanked them for their dedication and commitment to serving the public, especially during the pandemic. ED Levin noted that many volunteers help once or twice in a year, and many other volunteers, such as those in attendance, help multiple times a year with great energy and enthusiasm. President Juhas and the rest of the Board gave extensive thanks to the volunteers and noted that the volunteers are providing patrons a tremendous service.

Volunteers present shared their experiences with the Board and acknowledge their Certificate of Appreciation. It was noted that the Law Library's most active and dedicated volunteers would each be receiving a certificate of appreciation.

No action requested or taken.

5.0 AGENDA BUILDING

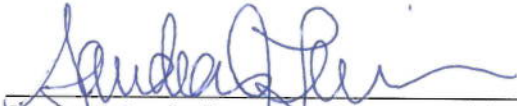
There were no items for agenda building

6.0 EXECUTIVE DIRECTORS REPORT

ED Levin reported that the Law Library facilities continue to be physically closed with full remote services available. ED Levin also reminded the Board of the upcoming Staff furlough during the last week of December as a cost savings measure.

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, January 27, 2021 at 12:15pm.



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