

**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.**

January 27, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 27, 2021 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
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern (joined the meeting at 12:25)

Trustees Absent: Susan Steinhäuser, Esquire

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

Also Present: Marcelino Juarez, Finance Manager

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

SEIU Local 721 Director Renee Anderson congratulated Judith Yontef for her many years of service at the law library and for her commitment to providing service to the public. R. Anderson wished the retiree happiness and good health and best wishes to stay safe. R. Anderson also mentioned that SEIU was preparing a plaque as recognition for Ms. Yontef's dedicated service.

Senior Librarian of Collection Development and Branch Locations, Linda Heichman, congratulated Judith Yontef for her many years of service. As Judith's Supervisor for 10 years, L. Heichman enjoyed working with her as she watched Judith take on new skills and work in new locations. L. Heichman also mentioned Judith Yontef was a branch assistant for various branch locations including Van Nuys, Santa Monica, and Torrance. L. Heichman thanked Judith for her energy, expertise and compassion for her colleagues and patrons that she served. L. Heichman wished Judith good luck, happiness and good health in this stage in her life.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 16, 2020 Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants.
- 3.3 Receipt of FY20-21 Quarter 2 Statistics
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Approval of Commendation for Judith Yontef

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

4.0 DISCUSSION ITEMS

- 4.1 Approval of Processing Fee for Online Borrower Application and Waiver of Fee During Closure

ED Levin summarized the need for allowing patrons to become library borrowers online during the pandemic closure and explained the costs incurred by the Law Library, including the Paypal fees for processing. ED Levin also explained that Staff recommends that the fee be waived (absorbed by the Law Library) while the law library is not physically open to patrons. Once "in person" services become available, the processing fee would then be implemented as the patron's responsibility when applying online. Trustee Orozco asked how much the fees would add up to. ED Levin replied that the precise amount is not known but should not exceed a couple hundred dollars. VP Court asked how the library came up with the fees for individual vs law firm. ED Levin explained the cost incurred is based upon the amount of money processed. As noted in the Staff report, the Library rounded the amount up for easy tracking and balancing, but the fee amount is still far less than the full cost to the Law Library when staff time is included.

President Juhas requested a motion to approve: 1) the following fees for processing borrower deposits online: Individual = \$4.50; Law Firm = \$12.00 and 2) a waiver of such fees until the Law Library resumes a readily-available, no cost alternative for processing deposits. So moved by Trustee Court, seconded by Trustee Klein. The motion was unanimously approved, 6-0.

7.0 EXECUTIVE DIRECTORS REPORT (Taken out of order)

ED Levin congratulated Judith Yontef on her years of service and her dedication to serving the public, wishing Judith much happiness and health in her retirement. ED Levin also reminded the Board to save the date for Gala on April 21st, adding that the Gala would be a live, virtual experience this year. The honorees for this year's Gala are Judge Brazile and Steve Nissen. ED Levin also announced a new series of live classes called Ask a Lawyer and noted that the first of the series would address Landlord/Tenant questions, as a result of the high influx of patrons requesting legal advice regarding Landlord/Tenant issues.

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator*: Executive Director, Sandra J. Levin; *Employee Organization*: SEIU Local 721.
- 5.2 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director


No reportable action was taken on Closed Session Item 5.1. Regarding Closed Session Item 5.2, the Board directed that Executive Director compensation be agendaized for the next meeting.

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 1:28pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 24, 2021 at 12:15pm.



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