

**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.**

March 24, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 24, 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

Trustees Absent: Susan Steinhauser, Esquire

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 12:16 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 gave a congratulatory recognition to Executive Director, Sandra Levin, on receiving the 2021 Law Librarian Advocate Award, from the AALL Government Law Libraries section. ED Levin expressed her gratitude and extended the award to all County Law Library employees across the state of California.

President Juhas also expressed his enthusiasm for all the great events and programming that the law library has provided, and continues to provide.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 24, 2021 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants.
- 3.3 Approval of IT Director and Facilities Manager Job Descriptions

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Orozco, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.0 **DISCUSSION ITEMS**

4.1 Approval of Employee Handbook Revisions

ED Levin gave a brief summary of the changes added to the Employee Handbook, including any updates in connection with ongoing safety protocols. Trustee Landin asked if Workers Insurance coverage included employees working remotely. ED Levin responded that employees are covered wherever they are working for the Law Library.

President Juhas requested a motion to approve proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual and receive the updates regarding other policy changes. So moved by Trustee Orozco, seconded by Trustee Stern. The motion was unanimously approved, 6-0.

4.2 Staff Presentation: African American History Month

Managing Librarian for Public Interest, Janine Liebert, gave a summary of the programming lined up in honor of African American History Month. The programming included a panel discussion titled A View from the Bench: Overcoming and Eliminating Bias, which included panelists Justice Kruger, Justice Jenkins and Professor Gunning of Southwest Law School. Other classes for the observatory month was a class on Business Recovery, a book discussion on “Caste: The Origins of our Discontent”, by Isabel Wilkerson, and an MCLE class on “Hair and Dress Rules: How Far Can They Go?” presented by Black Women’s Lawyers. All events were well attended with engaging discussions.

No action was requested or taken.

7.0 **EXECUTIVE DIRECTORS REPORT (Taken Out Of Order)**

ED Levin announced that the law library was making plans to reopen by appointment only as early as June 2021. Beginning phases of reopening the law library include transitioning all of staff back into the library as more people become vaccinated.

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.

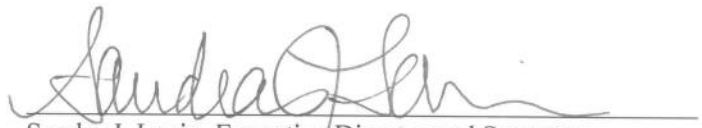
No reportable action was taken on Closed Session Item 5.1.

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 12:50pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 28, 2021 at 12:15pm.



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