

**MINUTES OF THE SPECIAL 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.**

July 1, 2021

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 1, 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
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Kenneth Klein, Esquire

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

Also Present: Marcelino Juarez, Finance Manager

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.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

President Juhas thanked staff for the ongoing efforts in keeping up with the constant changes with the pandemic rules and policies.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 26, 2021 Special Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants.
- 3.3 Approval of Revised Job Descriptions: Global Law Librarian
- 3.4 Approval of The Pun Group LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2020-21

Trustee Steinhauser requested that item 3.3 be pulled from the Consent Calendar. President Juhas requested a motion to approve items 3.1, 3.2, 3.4 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

Trustee Steinhauser asked if the Global Law Librarian would have an increase in salary due to the added responsibilities and if the new salary was presented in the budget. ED Levin replied that yes the Global Law Librarian salary was adjusted to be slightly higher based on the added responsibilities and the new salary amount was included in the Budget. Judge Landin inquired as to whether language translation service will continue to be provided with the new Global Law Librarian. ED Levin replied in the affirmative.

President Juhas requested a motion to approve items 3.3 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

4.1 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2021-2022

Executive Director Levin, gave a summary on the presented operating budget for FY21-22, noting that the Law Library has adequate reserves to withstand current financial challenges. ED Levin also noted certain additional information received since preparation of the budget, including changes in e-delivery income, reduction in cost of certain collection materials and the inclusion of County Law Libraries in the State budget. Trustee Steinhauser inquired as to what type of projects would be initiated upon the Governor's budget. ED Levin replied that there would be significant reinforcement and update of infrastructure followed by expansion of programming and services.

President Juhas requested a motion that the Board approve the proposed budget for FY2022 (including Income and Expense Operations Summary, Cash Flow, and Capital Projects). So moved by Trustee Orozco, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.2 Staff Presentation Regarding Ask A Lawyer

Managing Librarian, Public Interest, Janine Liebert, gave a brief summary on the Ask A Lawyer series, where a class is presented and participants can "Ask A Lawyer" within the given class topic. Current class topics are Renting During Covid 19, and Probate Wills and Trust. The class series is in response to the repeated questions received at the library reference counter as well as what is most commonly asked during Lawyers in the Library. The classes are meant to provide a complementary service to reference desk consultations and Lawyers in the Library.

No action requested or taken.

5.0 AGENDA BUILDING

There were no items for agenda building

6.0 EXECUTIVE DIRECTOR'S REPORT

ED Levin informed the board that the library has been receiving reservations for visiting the Library. Both remote services and in person services will continue. Beginning July 6, no appointments would be necessary. The Library is still a few months away from providing on site classes but for now, all other classes will remain online. ED Levin also noted the possibility of needing to scale back on in person services due to COVID variants, but in the meantime the Library will continue operations as is until further notice.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:05pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 25, 2021 at 12:15pm.

A handwritten signature in black ink, appearing to read "Sandra J. Levin", written over a horizontal line.

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

