

**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.**

July 28, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 28, 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 Dennis Landin
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Yolanda Orozco

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

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 1, 2021 Special Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants.
- 3.3 Review and Approval of 4th Quarterly Statistics FY20-21
- 3.4 Approval of Policy Regarding Access by Minors

Trustee Steinhauser requested that item 3.3 be pulled from the Consent Calendar.

Trustee Steinhauser thanked the CMS department, the Communications team for their work on the Library website, and the rest of the team who operated online and kept resources available both print and online, throughout the pandemic, commending them on their dedication and care to accomplishing outstanding results. ED Levin seconded the kudos and gave a special shout out to Managing Librarians, Ryan Metheny and Janine Liebert, for their programming efforts.

President Juhas requested a motion to approve the entire Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Acknowledgment of Retirement Commendation for Paula Hart

President Juhas acknowledged Retiree Paula Hart and the tremendous accomplishment of providing service for 49 years with Los Angeles County Law Library. ED Levin requested that the Board approve the Retirement Commendation, and that two duplicate commendations be circulated for signatures, one to present to Paula Hart and the other to be placed in a frame at the Torrance Courthouse Branch in commemoration of Paula Hart's accomplishments. For the next Board meeting in August, it was asked that the Retirement Commendation only be presented and that there would be public comments then.

President Juhas requested a motion that the Board approve the Retirement Commendation, and that two duplicate commendations be circulated for signatures, one to present to Paula Hart and the other to be placed in a frame at the Torrance Courthouse Branch in commemoration of Paula Hart's accomplishments.

President Juhas requested a motion to approve items 4.1. So moved by Trustee Juhas, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

4.2 Approval of Waiving Certain Overdue Fines

ED Levin gave a brief summary on the current trend on evaluating late fees and the ongoing challenges of the pandemic and economic hardship people have been facing. Libraries are allowing patrons to have a fresh start by waiving any fines. Waiving overdue fines would allow a patron to place a deposit and start a new borrower account. Waiving fines would also eliminate stigma and embarrassment of overdue fines so that patrons feel comfortable and welcome in the Library. Many people need the legal resources and small fees should not stop them from getting the help they need. Staff therefore recommends waiving overdue book fines incurred prior to July 1, 2021. Staff does not recommend waiving fees for lost materials. Moreover, it should be understood that new incurred overdue fees would not be waived moving forward, in part because materials returning timely to the Library is critical.

Trustee Landin asked how soon the waiving of fines would be effective. ED Levin responded in approximately a couple of weeks. President Juhas inquired as to how an alert would be made that past overdue fines would be waived. ED Levin replied that it was something that still need to be sorted out, but there is a list of patrons that would be contacted and for those that are not contactable, perhaps a message would be placed on the website. Trustee Steinhauser asked how long a book can be checked out. ED Levin replied that it varies based upon the item, with some having a short turnaround and other materials having a longer time with renewing options.

President Juhas requested a motion that the Board approve implementation of a one-time, waiver program for overdue book fines to alleviate some of the financial hardship experienced by patrons during the pandemic and encourage patrons to utilize the resources available at LA Law Library at a time when they are urgently needed. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

4.3 Discussion of Expanded Outreach to Non-Traditional Communities

ED Levin explained that this agenda item is presented in response to two Board members requesting more outreach in non-English speaking and non-traditional communities.

ED Levin noted that there are numerous programs currently in place providing expanded language access and interpretation services and that there is a summary in the Staff Report.

The Trustees then asked questions and Staff responded. Trustee Landin, asked how long it takes to access language interpreters, to which ED Levin replied explaining service parameters. President Juhas asked about the pricing for interpreters and ED Levin answered that the charge is per minute no matter the language, except sign language or onsite services, where costs are higher. Trustee Steinhauser asked if there were volunteers with language capacity and which languages are most in demand. ED Levin believed Spanish was widely used and noted that several presenters and volunteers teach and assist in more than one language and/or translate.

ED Levin noted that legal materials are not available in other languages such as forms, treatises, primary sources and other materials are English based. Court filings are in English and translating legal materials from English to another language can be problematic.

Trustee Stern commented on the need to reach a large community who has not been able to access the Library's resources, one is the Spanish speaking community which has the least access to Library; greater instruction in Spanish in landlord-tenant and citizenship topics is critical. Trustee Stern also mentioned the need for grants to fund programs that specifically reach out to communities that are under resourced. ED Levin added that landlord tenant classes have been added, as well as Ask a Lawyer classes on landlord-tenant where questions can be entered via chat in Spanish. The Library has offered recorded classes in Spanish online as well regarding landlord tenant issues.

Trustee Steinhauser requested to get a quarterly or regular report from Staff regarding language access and outreach. There was discussion regarding Spanish-speaking media, noting existing efforts and potential expansion.

Managing Librarian, Janine Liebert spoke about some of the programs the Library has offered including Citizenship workshops and the New Americans campaign, a consortium of legal organizations and government departments. J. Liebert added that this year the Library was doing Ask A Lawyer for citizenship and immigration with the County Office of Immigrant Affairs and LAFLA immigrant programs. J. Liebert also mentioned the goal to obtain Bureau of Immigration Affairs accreditation, a program whereby non-attorneys can provide assistance with citizenship paperwork. Trustee Stern commented that the Library has great resources that can be expanded upon.

ED Levin added that the Library will be getting the state funding in September or October where the funding could help pay for new programs. ED Levin agreed that regular reporting and new statistics would be beneficial.

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 had to mandate masks once again in the main reading room vaccinated or not. ED Levin also introduced Stuart Heinemann as the new Facilities Manager.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:30pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 25, 2021 at 12:15pm.



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