

**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.**

February 23, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 23, 2022 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 remotely via Zoom.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Dennis Landin
Judge Mark Juhas
Kenneth Klein, Esquire (arrived after item 4.2)
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 12:19 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Stern joined the meeting at 12:22pm. All votes were taken by roll-call, voice vote.

0.0 RESOLUTION

President Juhas requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Landin seconded by Trustee Court. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

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 January 26, 2022 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Authorization to Bind Workers Compensation Insurance

3.4 Approval of Revised Job Descriptions

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Court seconded by Trustee Landin. The motion was unanimously approved, 5 ayes – 0 noes.

4.0 DISCUSSION ITEMS

4.1 Determination of Need to Undertake Emergency Repairs Relating to Sump Pumps in Lower of Parking Garage

ED Levin explained that she had authorized the emergency repair of sump pumps in the onsite parking garage. The pumps are old and failing and in the event of rain or a burst pipe, we would be in a dangerous issue for safety and for the building being flooded. Need to authorize to proceed as an emergency repair since public bidding could take months. As an indicator of the risk with an older facility, a pipe burst this week in a different area, the water was turned off and the situation could be isolated, but it highlights the age of the plumbing and the risk. Galvanized pipe lasts 50 years and the library is at 75 years.

Staff also requested President Juhas appoint a subcommittee to help address Facilities issues.

President Juhas requested a motion to determine by a four-fifths vote that an emergency existed that required the immediate expenditure of public money to safeguard life, health, or property. So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

4.2 Review and Approval of FY 2021-22 Mid-Year Budget and Financial Forecast

ED Levin thanked and introduced Finance Manager, M. Juarez. FM Juarez summarized the process in compiling the budget and reported the budget forecast for the mid-year. FM Juarez also noted that the one-time funding expenditures had been added to the budget. FM Juarez was pleased to report that the budget was on target with expenses aside from interest rates. ED Levin also reminded President Juhas that a new Finance Committee was to be appointed, after which President Juhas appointed himself, Judge Court and Judge Landin.

President Juhas requested a motion that the Board adopt the attached, projected forecast for FY2021-22 as the amended budget. So moved by President Orozco seconded by Trustee Court. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

Trustee Klein joined the meeting at 12:35pm.

4.3 Staff Presentation: 2022 Book Discussion Group

Managing Librarian of Reference & Research, Katie O’Laughlin, gave a brief summary of the Book Discussion Group she has been operating for a number of years. The book discussions are scheduled every other month, are open to the public, with annual general themes such as social justice, voting, immigration, with this year’s theme focusing on income inequalities. K. O’Laughlin also added that many of the authors of the bi-monthly featured book, have joined in the book discussion with the public audience.

The Board thanked K. O’Laughlin for her successful and innovative efforts.

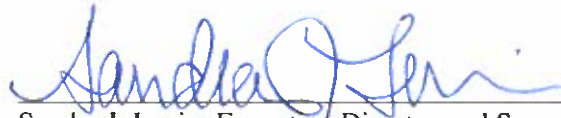
No action requested or taken.

5.0 AGENDA BUILDING

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:56pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 23, 2022 at 12:15pm.



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