

**MINUTES OF THE COMBINED REGULAR AND SPECIAL BOARD MEETINGS
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

May 25, 2022

The Regular and Special Meetings of the Board of Law Library Trustees of Los Angeles County were held on Wednesday, May 25, 2022 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 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.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
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

Acting President Court determined a quorum to be present, convened the meetings at 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

LACLL Staff member, Sharon Boone spoke in the remembrance of LACLL Retiree, Robert Wright, on his passing. Ms. Boone presented two framed photos to share with the Board and described Mr. Wright fondly as a joy and pleasure to work with. Ms. Boone also mentioned that Mr. Wright was nicknamed The Professor and always wore a suit to work, even on Saturdays. Mr. Wright was also a member and Treasurer of SCALL and helped establish the union at the law library.

LACLL Staff member, Mary Garcia, read a comment in remembrance of Mr. Wright on behalf of Esther Eastman who could not attend. She shared how clever and smart Mr. Wright was and that he knew English Law and the lineage of British royalty very well. She also added that he had established the library newsletter named The Sidebar and was well-deserving of his nickname, The Professor.

LACLL Staff member, Malinda Muller, first spoke of her remembrance of Mr. Wright as a reliable and quirky individual. Ms. Muller then read a comment in remembrance of Mr. Wright

on behalf of Ralph Stahlberg who could not attend. Mr. Stahlberg shared the Mr. Wright was a solid contributor to the Reference area and to SCALL as the Treasurer and a member. Mr. Wright was also known as The Wizard in addition to The Professor.

LACLL Retiree, Shohreh Saljooghi, spoke in remembrance of Mr. Wright. Ms. Saljooghi shared her memory of him having intellectual conversations in the kitchen during lunch breaks with his usual black coffee in white china. Ms. Saljooghi also remembers him often buying beautiful bouquets of flowers during his breaktime walks for his "beautiful wife" as he would often say.

LACLL Staff member, Channa Cajero, spoke in remembrance Mr. Wright. Ms. Cajero wanted to pay tribute to The Professor, and fondly remembered him as her mentor at the library as a Collection Development Librarian. She also noted her appreciation for his highly opinionated intellect and his willingness to share his thoughts. Ms. Cajero shared that many respected him, patrons and staff, and that it was a privilege to have known him.

LACLL Board Trustee, Susan Steinhauser, spoke in the remembrance of Mr. Wright and thanked all the other speakers for remembering him.

LACLL Board Trustee, Judge Michael Stern, spoke in remembrance of Mr. Wright, and remembered working with him on projects as a patron. Judge Stern also thanked everyone for speaking in his memory.

2.0 PRESIDENT'S REPORT

Acting President Court described Los Angeles County Law Library as a gem of the legal community, and the testimony to Mr. Wright and his skill and passion for his profession, compliments the value of the law library. AP Court added that although books are important, so too are people, and thanked all the speakers for speaking on the memory of Mr. Wright.

Trustee Klein also thanked all those that came to speak of Mr. Wright, and expressed his appreciation in sharing photos of him.

ED Levin introduced and welcomed two new hires of the law library, Sadaja Scaife – Community Resource Specialist, and Allison Ransom – Cataloging Librarian.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 27, 2022 Regular Board Meeting
- 3.2 Review of March Financials and List of February and April Checks and Warrants
- 3.3 Update Regarding New Security Firm
- 3.4 Review and Approval of Guardian Dental, Vision and Life Benefits Renewal

Acting President Court requested a motion to approve the Consent Calendar. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 5 - 0.

4.0 DISCUSSION ITEMS

- 4.1 Review of Operating Budget FY 2022-23

ED Levin gave a brief summary operating budget, adding that there had been four one-time funding rounds from the State, which had been extremely beneficial to the library and for capital projects. ED Levin introduced Finance Manger Marcelino Juarez and thanked both FM Juarez and Senior Director, Jaye Steinbrick, for all their efforts and

input in the new budget. Trustee Steinhauser noted that the library would not be in a comfortable situation if the reserves were depleted. ED Levin explained that all projects listed in the budget could be sustained with the current budget; as well CCCLL was working on advocating for ongoing funding from the State. Trustee Steinhauser added that she was looking forward to seeing capital projects get worked on and was pleased to see that staff and collections would also benefit from the current budget. AP Court added the same sentiment, and was pleased to see staff receiving increases in compensation, especially with such a hardworking and dedicated staff. AP Court believed the library was in a good financial place to give back to staff the way they have given to the library. Trustee Stern inquired as to how CCCLL aimed to go from one-time funding to ongoing. ED Levin replied that CCCLL is making efforts to be included in the Governor's long term planning. Although it is easier to obtain one-time funding, CCCLL hopes to persuade the Governor and the Legislature that ongoing funding is needed to adequately meet the needs of California County Law Libraries and their patrons.

Acting President Court requested a motion approve the proposed budget in concept and schedule the budget, and any implementing documents, for consideration and final approval on the consent calendar at the June meeting. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved 5 – 0.

4.2 Review and Approval of Property & Liability Insurance

ED Levin gave a summary of the needs for a Property & Liability Insurance renewal, adding that costs were expected to increase which had been considered in the new proposed budget. FM Juarez added that the budgeted percentage increase was at 19% as based on market trends, however expected increases not to exceed 15%. The previous year had an increase of 3% under the expected amount.

Acting President Court requested a motion to authorize the Executive Director to bind coverage effective July 1, 2022 for a total premium not to exceed \$325,690. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved 5 – 0.

SPECIAL MEETING AGENDA ITEM

3.1 Confirmation of Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Parking Garage

ED Levin summarized that the need for the ongoing project had already been confirmed twice by the Board, and will continue to need to be approved each month until the project is completed. Trustee Steinhauser asked as to why there had been a delay. SD Steinbrick replied that there had been a supply chain issue and that shipping was now scheduled to be for May 31.

Acting President Court requested a motion to reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the replacement and repair of the sump pumps. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved 5 – 0.

REGULAR MEETING AGENDA CONTINUED

4.3 Staff Presentation: Law Day

Senior Librarian of Public Interest, Janine Liebert, summarized the events that took place on Law Day including an in person Conservatorship Clinic and Lawyers in the Library Clinic; as well as classes in multiple formats including zoom, on demand, in person and live streaming. J. Liebert thanked all the team at the law library for their input, efforts and ability to make everything run smoothly. ED Levin and AP Court both thanked Ms. Liebert for all her efforts and creativity in planning events that benefit those seeking self-litigation and representation.

No action requested or taken.

5.0 **AGENDA BUILDING**

No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

6.0 **EXECUTIVE DIRECTOR REPORT**

No additional report was given.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meetings were adjourned in memory of Robert Wright who worked at the Los Angeles County Law Library for 22 years as a Reference Librarian. The meetings were adjourned at 1:17pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, June 22, 2022 at 12:15pm may need to be rescheduled.



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