

**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.**

October 26, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 26, 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 Dennis Landin
Judge Yolanda Orozco
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire

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

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

A Staff Presentation began at 12:30pm. At 12:35 p.m. Trustee Steinhauser determined a quorum to be present, convened the meeting and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

4.0 DISCUSSION (TAKEN OUT OF ORDER)

4.3 Staff Presentation: Implementation and Usage of E-Books Platform

Senior Librarian for Collection Development and Branches, Linda Heichman, gave a brief summary of the E-Book platform that had recently been launched by the Law Library. SL Heichman explained that the number of electronic book retrievals reflects a high demand and demonstrates the need and use of remote electronic resource accessibility. Other highlighted features of the E-Book platform include automatic book return and the availability of 4,000 volumes to patrons without need for a deposit or borrower card.

No action was taken.

1.0 PUBLIC COMMENT

No Public Comment

2.0 PRESIDENT'S REPORT

No report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 28, 2022 Regular Board Meeting
- 3.2 Review of August Financials and List of September Checks and Warrants
- 3.3 Review and Approval of FY23 1st Quarter Statistics

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

4.0 DISCUSSION

- 4.1 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for Fiscal Year Ended June 30, 2022

Guest speaker, Frances Kuo of The Pun Group, gave a presentation on the annual audit conducted for the Los Angeles County Law Library. Ms. Kuo expressed positive outcomes and a draft unqualified audit report. A full draft report was included in the board agenda packet.

Trustee Steinhauser requested a motion to review the attached audited financial statements and AU-C260 Letter, ask any questions, discuss and then accept the report.

Attachments include:

- 1) Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2022 (with Comparative Totals for 2021)
- 2) Draft AU-C260 Letter

So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved, 4 - 0.

- 4.2 Update and Discussion Regarding Surveillance Systems at the Law Library

Senior Director, Jaye Steinbrick, gave a brief review of the ongoing challenges and goals of setting up a camera surveillance system for the library premises as a result of recent acts of violence and destruction of library property and facilities. Trustee Landin inquired regarding what type of security system other nearby government buildings use. SD Steinbrick responded and provided information regarding trends, budgeting and long term surveillance goals. Trustee Stern inquired as to what types of procedures the library has regarding on property encampments, whether removal is resisted, and whether LAPD removes a person. SD Steinbrick summarized procedures in place for encampments on the property, noting that there are occasions when law enforcement needs to be called. ED Levin added that budgeting measures are being taken and a more accurate estimate of potential costs should be clear by the end of the year.

No action requested or taken.

4.4 Staff Presentation: Status of Platinum Program

Senior Librarian for Reference and Legal Education, Ryan Metheny, spoke before the Board on the status of the Platinum Program. SL Metheny mentioned that two major law firms are currently participating, requesting anywhere from 200-300 documents per month. ED Levin added that the cost of participating in the Platinum program has provided an opportunity to cover the cost for staff and support services to the public.

No action 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**

ED Levin reminded everyone that it was Pro Bono Week and that a vaccination clinic and a Mosaic making clinic would be onsite on Friday.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:27pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, November 16, 2022 at 12:15pm.



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

