

**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.**

December 14, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 14, 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 Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Yolanda Orozco

Senior Staff Present: Sandra J. Levin, Executive Director

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

President Juhas determined a quorum to be present, convened the meeting at 12:19pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:31pm.

1.0 PUBLIC COMMENT

Goodwill Job Coach, Kaycee Nakamoto, wished Rita Pang a happy retirement and thanked her for the support given to the Goodwill establishment and employees they coach throughout the years. Ms. Nakamoto also expressed her amazement regarding the grand achievement of working in public service for 32 years.

Library Aide, Paul Samples, offered retirement advice to Rita Pang, noting she will love being able to make appointments whenever she likes, and taking on new activities in her new free time. Mr. Samples told Ms. Pang that he would miss her, but wished her a lovely retirement.

Library Aide, Sharon Boone, apologized for her tears and expressed her heartfelt affection for Rita Pang, reminiscing on their 30+ years working together, including the last 15 years with Ms. Pang as her Supervisor. Ms. Boone expressed gratitude and respect for Ms. Pang and fondly nicknamed her "the GOAT". Ms. Boone congratulated Ms. Pang on her retirement and wished her the best.

CMS Director, Meiling Li, congratulated and thanked Rita Pang, for her expertise and resilience in working with such a tremendous collection. Ms. Li shared that she had relied on Ms. Pang heavily for the past 12 years, and that she was a much respected leader for the Filing team. Ms. Li added that the Filing team was an especially high performing team for more than 20 years. Finally, Ms. Li noted that Ms. Pang has been an instrumental part of the library's three main assets: the collection, the staff and the data. Ms. Li wished Ms. Pang well in her travels and with her family.

Executive Director, Sandra Levin, also commented on Ms. Pang's retirement and noted that not only did Ms. Pang execute her regular job duties wonderfully, but she also regularly helped in other areas of the library whether it be covering the reference counter, or volunteering to assist at library special events. ED Levin thanked Ms. Pang and the rest of the CMS staff for the continuing high performance with the maintenance of the collection.

Board President Hon. Mark Juhas commented on the remarkable achievements of Rita Pang and her team, along with the rest of the library's work and progress. President Juhas also congratulated and thanked Ms. Pang on her retirement.

Trustee Michael Stern commented on the dedication and comradery in the library among the staff. Trustee Stern also commented on how impressed he was by everyone's words and the turnout, adding that the dedication was phenomenal and that the community and staff keeps everything together.

Trustee Susan Steinhauser, commented that the quality of staff such as Rita Pang, is what makes the law library's mission, vision and projects possible. If it were not for the dedicated staff, the library would not be what it is today. Trustee Steinhauser thanked and congratulated Ms. Pang.

Trustee, Kenneth Klein, congratulated Ms. Pang on her retirement, and expressed what a great person Ms. Pang is with having so many wonderful comments and the affection and respect of everyone present.

Retiree, Rita Pang, thanked everyone for their kind words. Ms. Pang added that she loved coming to work for 32 years to work with her amazing co-workers. She added that she would miss them all, wished everyone good luck and promised that she would return to visit.

4.0 DISCUSSION (Taken Out of Order)

4.2 Approval and Presentation of Rita Pang's Retirement Commendation

President Juhas and ED Levin presented Rita Pang with a Commendation signed by the Board of Trustees, and a commemorative crystal book, with an inscription to Rita Pang recognizing her years of service. Photos were taken.

2.0 PRESIDENT'S REPORT

No report.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the November 16, 2022 Regular Board Meeting

3.2 Review of October Financials and List of November Checks and Warrants

3.3 Approval of Revised CMS Support Supervisor Job Description

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

4.0 DISCUSSION

4.1 Adoption of Land Acknowledgement

Executive Director, Sandra Levin, explained that the Los Angeles County Board of Supervisors, adopted a Countywide Land Acknowledgment. ED Levin noted that staff's recommendation was to approve the Land Acknowledgement, add it to future printed agendas as a regular notification, and post it on the library website. Vice-President Court recommended adding links to various sites that serve as Native American Heritage information. ED Levin noted that links to LALL classes and resources could be provided as well. Trustee Stern inquired as to what the library has offered regarding Native American culture or laws. ED Levin noted that the library held an MCLE on Native Artifacts during Pro Bono Week, at which there was a high turnout and is looking to develop other classes and partnerships. Trustee Steinhauser added that Native Heritage month has been recognized in full capacity with other museums, universities and libraries, and looked forward to seeing more Native American legal classes and displays.

President Juhas requested a motion to adopt the proposed Land Acknowledgement, approve its posting on the Law Library website and on meeting agendas, and take other appropriate efforts to bring awareness to the names of the traditional Indigenous inhabitants of the lands our facilities are on. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved, 6 - 0.

5.0 CLOSED SESSION

5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957);
Title: Executive Director

6.0 OPEN SESSION

6.1 Discussion and Potential Action Regarding Executive Director Compensation

The Board meeting returned to open session. Trustee Klein stated that in light of excellent performance, the Board would like to provide a 3% increase in salary and a \$6,800 bonus to ED Levin. President Juhas commented on ED Levin's remarkable work with the law library and noted that the law library has taken a leadership position statewide with the forward movement for this law library and other libraries. All Trustees present nodded in agreement and the item passed by consensus.

7.0 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.

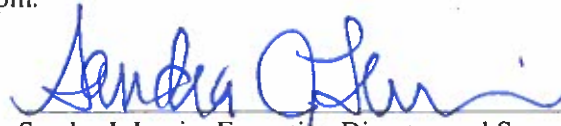
8.0 EXECUTIVE DIRECTOR REPORT

ED Levin shared that recently judge from Korea, and on a separate occasion, two Korean Deputy Ministers of Government, has visited the law library in hopes to learn more about how the Law Library provides the public access to legal information and education. The delegates shared that

they will be launching a project next year to provide public legal education in South Korea and that the Law Library will serve as a useful model and resource in that effort.

9.0 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 currently scheduled for Wednesday, January 25, 2023 at 12:15pm.



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