

**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.**

**April 19, 2023**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 19, 2023 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  
Judge Rosa Fregoso  
Kenneth Klein, Esquire  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:** Judge Laura Seigle

**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 12:20pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:26pm.

**1.0 PUBLIC COMMENT**

No public comment.

**2.0 PRESIDENT'S REPORT**

President Juhas congratulated Malinda Muller on her Government Law Libraries Award with AALL for her outstanding work and accomplishments as a law library leader. President Juhas also thanked LALL Executive Director, Sandra Levin, for all of her work and accomplishment in legislative work and advocacy for ongoing funding for all California County Law Libraries.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the March 22, 2023 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Review and Approval of FY23 3<sup>rd</sup> Quarter Statistics

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

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Approval of Trustee Designated Members of the Friends of the Los Angeles County Law Library Board of Directors**

ED Levin explained to the Board, the process of appointing for the Friends Board of Directors, while introducing two new candidates Clara Lee of The Wonderful Company and Paul Fraidenburgh of Buchalter. Trustee Steinhauser added words of encouragement regarding the two appointed Board Directors, mentioning their legal history and their current status with firms and the legal community. Trustee Klein asked if whether the criteria once used for the Friends appointees had changed throughout the years. ED Levin responded affirmatively and noted that the Friends have established a Governance Committee with a focus on diversity and inclusion, to bring in a more diverse panel of Directors.

President Juhas requested a motion to approve the aforementioned Friends of the Los Angeles County Law Library Board of Directors appointments for the terms identified. So moved by Trustee Stern seconded by Trustee Court. The motion was unanimously approved, 6 - 0.

##### **4.2 Reference Desk Update: Surge in Number of Questions, Patrons Served**

Senior Librarian for Reference, Research & Legal Education, Ryan Metheny, presented an update on patron visits and common questions/legal issues brought forth to the Reference Desk. R. Metheny explained that patron visits have risen drastically as compared to before COVID 19, and that the character of questions has changed to more complex and often urgent legal matters. Trustee Klein suggested a questionnaire be available to patrons for feedback. R. Metheny noted that the Law Library does have simple questionnaire forms in place. Trustee Fregoso asked if the Law Library provided support in different languages and whether it was tracked. R. Metheny replied that staff often translates, especially in Spanish, which is not tracked, but there is a translation service (Language People) and that usage is tracked. Trustee Stern asked if the types of patron questions are the same as pre-pandemic. R. Metheny replied that they are similar but there is a noticeable increase in specific topics such as Landlord Tenant, Probate and Family Law. R. Metheny also added that ongoing Lawyers in the Library and Ask a Lawyer sessions have also increased the number and complexity of reference questions.

No action requested or taken.

#### **5.0 CLOSED SESSION**

##### **5.1 Conference with Labor Negotiator (G.C. 54957.6). Library Negotiator: Executive Director, Sandra J. Levin; Employee Organization: SEIU Local 721.**

The Labor Negotiator was given direction. No reportable action was taken.

**6.0 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.

**7.0 EXECUTIVE DIRECTOR REPORT**

No Executive Director report.

**8.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, May 24, 2023 at 12:15pm.



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

