

**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.**

**July 26, 2023**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 26, 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:** Kenneth Klein, Esquire  
Susan Steinhauser, Esquire  
Judge Laura Seigle  
Judge Rosa Fregoso  
Judge Michael Stern

**Trustees Absent:** Judge Mark Juhas  
Judge Michelle Williams Court

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

**Also Present:** Marcelino Juarez, Finance Manager  
Manuel Cardona, Executive Assistant

Acting President Steinhauser determined a quorum to present, convened the meeting at 12:19pm and thereafter presided. Executive Director, Sandra Levin, recorded the minutes.

**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 June 28, 2023 Regular Board Meeting  
3.2 Review of May Financials and List of June Checks  
and Warrants  
3.3 Review and Approval of 4th Quarterly Statistics  
3.4 Approval of Extension of Contract with Auditors for FY2022-23 Financial  
Audit

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Seigle, seconded by Trustee Stern. The motion was unanimously approved, 5 – 0.

**4.0**     **CLOSED SESSION**

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

The Board went into Closed Session. When they returned to open session, an announcement was made that no reportable action was taken.

**5.0**     **DISCUSSION ITEMS**

- 5.1     Approval of MOU with SEIU Local 721

The provisions of the proposed MOU were presented and briefly discussed.

President Steinhauser requested a motion to approve the amended SEIU Local 721 Memorandum of Understanding for July 26, 2023 through June 30, 2025 as presented. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

- 5.2     Review and Approval of Amended and Updated Employee Handbook

The provisions of the proposed amended employee handbook, including those to conform the Handbook to the MOU just adopted, were presented and briefly discussed. Discussion regarding cameras, safety and security ensured.

President Steinhauser requested a motion to approve the proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual effective immediately. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

- 5.3     Approval of: a) Compensation Increases for Unrepresented Staff *except* Executive Director; b) Compensation Increase for Executive Director; and c) Budget Amendment for FY2024 to reflect MOU terms and compensation increases

ED Levin presented the proposed increase for staff other than the Executive Director. Trustees asked questions regarding the budget impact and other considerations.

President Steinhauser requested a Motion to approve agenda item 5.3(a) increases to benefits and compensation for unrepresented Staff (except Executive Director) on the same terms as represented Staff. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

Executive Director Sandra Levin stepped out of the meeting pending discussion of 5.3(b), a compensation increase for the Executive Director.

The Board discussed a compensation increase for the Executive Director.

President Steinhauser requested a Motion to approve an increase to benefits and compensation for the Executive Director on the same terms as represented Staff. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

President Steinhauser then requested a motion to approve a budget amendment for FY2024 to reflect the approved changes to benefits and compensation. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

**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**

ED Levin introduced two new hires at LA Law Library: Daniel Hayes, new Librarian for Legal Education, and Evelyn Monroe, new Summer Intern.

**8.0 ADJOURNMENT**

The Board chose to adjourn this meeting in memory of Judge Arnold Gold, a former Trustee of the LA Law Library who served from 1996 to 2001. Even after his tenure on the Board, Judge Gold was a staunch supporter of the Law Library. He regularly attended Gala, and other events, and notably donated the limited edition signed print of the iconic Norman Rockwell painting "The Problem We All Live With" that hangs on the wall in the Main Reading Room. He will be greatly missed.

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, August 23, 2023 at 12:15pm.



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

