

**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.**

**September 27, 2023**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 27, 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  
Susan Steinhauser, Esquire  
Judge Laura Seigle  
Judge Michelle Williams Court

**Trustees Absent:** Kenneth Klein, Esquire (participated by phone)  
Judge Michael Stern  
Judge Rosa Fregoso

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

**Also Present:** Marcelino Juarez, Finance Manager  
Daniel Reinhold, Executive Assistant

President Juhas determined a quorum to present, convened the meeting at 12:16 pm and thereafter presided. Executive Director, Sandra Levin, recorded the minutes. Trustee Klein joined the meeting via telephone at 12:30pm.

**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 August 29, 2023 Special Board Meeting
- 3.2 Review of June 2023 Financials and List of July and August 2023 Checks and Warrants
- 3.3 Appointment of Directors to the Friends of the Los Angeles County Library Board
- 3.4 Approval of Annual Report to the Los Angeles County Board of Supervisors
- 3.5 Approval of CalPERS Health Resolution
- 3.6 Approval of Law Library Broadband Classification Schedule and Pay Range

ED Levin noted a correction to the Broadband Classification Chart. The title of Senior Director has changed to Deputy Director.

President Juhas asked if any member wished to remove an item from the Consent Calendar. Trustee Steinhauser requested to remove items 3.3 and 3.4.

President Juhas requested a motion to approve all items on the Consent Calendar excluding items 3.3 and 3.4. So moved by Trustee Seigle, seconded by Trustee Williams Court. The motion was unanimously approved, 4 – 0.

- 3.3 Appointment of Directors to the Friends of the Los Angeles County Library Board

A discussion was held regarding diversifying and adding new energy and enthusiasm to Friends Board.

President Juhas requested a motion to approve item 3.3 Appointment of Directors to the Friends of the Los Angeles County Library Board. So moved by Trustee Seigle, seconded by Trustee Williams Court. The motion was unanimously approved, 4 – 0.

- 3.4 Approval of Annual Report to the Los Angeles County Board of Supervisors

Trustee Seigle requested that a bullet point be added on page 2 of the Report to emphasize the non-traditional services the Law Library provides.

President Juhas requested a motion to approve the Annual Report to the Los Angeles County Board of Supervisors with the instruction to the Executive Director to add the bullet point as requested by Trustee Seigle. So moved by Trustee Seigle, seconded by Trustee Steinhauser. The motion was unanimously approved, 4 – 0.

**4.0 NOT USED**

**5.0 DISCUSSION ITEMS**

- 5.1 Approval of The Pun Group to Audit the Law Library's Financial Statements for FY 2022-23

Marcelino Juarez discussed the audit process and selection of the Pun Group. He recommended that the Board should approve the audit. There was a discussion of rates charged by Pun Group.

## AGENDA ITEM 3.0 | CONSENT ITEM 3.1.1

President Juhas requested a motion to approve the proposed engagement letter and accept the auditor's required communication, AU-C 260 letter. So moved by Trustee Steinhauser, seconded by Trustee Seigle. The motion was unanimously approved, 4 – 0.

### 5.2 Approval of Partial Reorganization and Associated Job Descriptions for Certain New or Revised Positions

ED Levin discussed some of the changes being made to accommodate retirements and other changes at the Law Library. The Patron Services is currently the Law Library's largest department. It is being split into two separate departments: Reference and Collections, to be headed by Ryan Metheny; and Public and Legal Education, to be headed by Janine Liebert.

Communications will continue to have three positions, and will be headed by Krit Maroj. Marcelino Juarez will become Director of Finance.

Jaye Steinbrick's role will now be titled Deputy Director.

All aspects of the reorganization would take effect on October 14, 2023 except the elimination of the Patron Services Director position and supervisory responsibilities. Those aspects continue as they are currently until the retirement of the Patron Services Director.

President Juhas requested a motion to approve the proposed structural changes and all of the presented, revised job descriptions. So moved by Trustee Seigle, seconded by Trustee Stein. The motion was unanimously approved, 4 – 0.

### 5.3 Staff Presentation Regarding Citizenship Processing Workshop

Janine Liebert and Stephanie Osorio discussed the Citizenship Assistance Workshop which took place on September 9, 2023. The workshop included individualized screening for eligibility, assistance with N-400 application, application review by an immigration attorney, and a step-by-step review of the naturalization process.

## 6.0 **AGENDA BUILDING**

No future items were presented by Trustees.

## 7.0 **CLOSED SESSION**

Public Employee Appointment and  
Public Employment (Gov. Code § 54957)

The Board went into closed session. No reportable action was taken.

**8.0**     **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:26pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, October 25, 2023 at 12:15pm.



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Sandra J. Levin, Executive Director and Secretary

Los Angeles County Law Library Board of Trustees