

**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.**

October 25, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 25 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 Michelle Williams Court
Judge Rosa Fregoso
Judge Laura Seigle
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Kenneth Klein, Esquire

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

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

Acting President Michelle Williams Court determined a quorum to be present, convened the meeting at 12:19pm and thereafter presided. Executive Director, Sandra J. Levin, recorded the Minutes.

1.0 PUBLIC COMMENT
No Public comment.

2.0 PRESIDENT'S REPORT
No president's comment.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 26, 2023 and September 27, 2023 Regular Board Meetings and the October 16, 2023 Special Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 FY 24 Quarter 1 Statistics
- 3.4 Approval of Revised Job Descriptions

President Court removed item 3.1 from the consent calendar. Trustee Steinhauser asked to remove item 3.3 from the consent calendar.

President Court requested a motion to approve Items 3.2 and 3.4. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 5 – 0.

President Court noted a correction to Item 3.1 Minutes from the Special Board Meeting on October 16, 2023. The minutes stated that she was absent when she was present for the meeting.

President Court requested a motion to approve Item 3.1 with that correction. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 5 – 0.

Trustee Seigle asked ED Levin to highlight notable items within the FY 24 Quarter 1 Statistics, which she did. For example, Reference requests totals more than doubled as compared to FY 19 Quarter 1 Statistics. ED Levin attributed this to the change in how people contact us, and expanded outreach.

President Court requested a motion to approve Item 3.3. So moved by Trustee Seigle, seconded by Trustee Steinhauser. The motion was unanimously approved, 5 – 0.

4.0 DISCUSSION ITEMS

4.1 Approval of Updated and Amended Employee Handbook

ED Levin discussed how most of the updates in the Handbook relate to the shift to a new HR system: time keeping, benefit management, onboarding, separation functions, and recruitment tools are transitioning to a combined package with ADP. ED Levin discussed how historical exceptions for Branch Assistants were no longer relevant and were removed from the Handbook. Brief discussion ensued.

President Court requested a motion to approve Item 4.1. So moved by Trustee Seigle, seconded by Trustee Fregoso. The motion was unanimously approved, 5 – 0.

5.0 CLOSED SESSION

Public Employee Appointment (Gov. Code § 54957)

Title: Executive Director

Conference with Labor Negotiator (G.C. 54957.6)

Library Negotiators: Heather Renschler, Sandra Levin and/or Trustee Court.

Unrepresented employee: Executive Director Candidate(s).

The Board went into Closed Session. When they returned to open session, an announcement was made that they were ready to consider Agenda Item 6.0.

6.0 OPEN SESSION

Approval of Employment Agreement for, and Appointment of, Executive Director.

(Announcement of Action Taken in the Closed Session and Open Session Discussion Regarding Appointment and Compensation)

ED Levin corrected several grammatical errors to the Executive Director Employment Agreement. ED Levin asked that the Board approve the template of the agreement with grammatical corrections.

President Court requested a motion to approve Item 6.0. So moved by Trustee Fregoso, seconded by Trustee Stern. The motion was unanimously approved, 5 – 0.

President Court announced that the Board had selected Ms. Katherine Chew as the new Executive Director of the Los Angeles County Law Library.

7.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

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

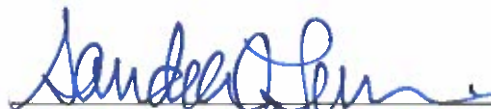
There was no Executive Director Report at this meeting.

9.0 ADJOURNMENT

The Board adjourned in memory of former employee, Ethel Enyingi

Trustee Steinhauser announced the Celebration of Life that will be held for former Trustee Arnold Gold at LALL on November 16, 2023.

There being no further business to come before the Board the meeting was adjourned at 1:23pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, November 15, 2023 at 12:15pm.


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

