

**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.**

November 15, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 15, 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 Laura Seigle
Judge Rosa Fregoso
Judge Michael Stern

Trustees Absent: Susan Steihauser, Esquire
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

President Juhas determined a quorum to be present, convened the meeting at 12:18pm and thereafter presided. Judge Michelle Williams Court arrived at 12:21pm. 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 October 25, 2023 Regular Board Meeting

3.2 Financials/ Checks & Warrants

3.3 Ratification of Action Items from October 25, 2023 Regular Board Meeting:

Item 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 as amended

Item 3.4: Approval of Revised Job Descriptions

Item 4.1: Approval of Updated and Amended Employee Handbook
Item 6.0: Approval of Employment Agreement for, and Appointment of, Executive Director

- 3.4 Approval of 2024 LA Law Library Holiday Schedule
- 3.5 Approval of 2024 Board of Trustees Meeting Schedule

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

4.0 DISCUSSION ITEMS

4.1 Review and Acceptance of FY 2023 Audit

Marcelino Juarez introduced Auditor Frances Kuo, at which point she discussed the audit process. ED Levin discussed LALL's parking structure, and the long term costs to repair or replace. President Juhas requested a motion to approve agenda item 4.1. So moved by Trustee Court, seconded by Trustee Seigle. The motion was unanimously approved, 5 – 0.

4.2 Review of 1st Quarter FY24 Performance as Compared to Budget

Marcelino Juarez discussed LALL budget. Trustee Seigle asked about how funds are invested. ED Levin explained how limited we are in our ability to invest and the outlines of the current investment plan. President Juhas recommended bringing in the investment advisor for new board members to gain a better understanding.

4.3 Review and Acceptance of Pro Bono Week After-Report

Janine Liebert presented her report to the Board. Pro Bono week 2023 was very successful. Janine attributed the increase in efficiency to team meetings, and to being more deliberate with programming. There were fewer programs this year, but with better attendance. There were a record number of MCLE's at Pro Bono Week 2023.

4.4 Staff Report: Remote Location Update

Linda Heichman presented her report to the Board. Office hours have resumed at partner public libraries in Pasadena, Santa Monica, and Van Nuys. Torrance and Long Beach branches continue to be active. Other locations will be resuming activities soon. ED Levin discussed how branch assistants are assigned to specific locations, and how library associates go between libraries and spend at least one day a week at main branch.

5.0 AGENDA BUILDING

No new items were requested. .

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin discussed the progress in the transition to the Law Library's new ED Katherine Chew.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:13pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, December 20, 2023 at 12:15pm.



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

