

**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.**

December 20, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 20, 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 Laura Seigle
Judge Rosa Fregoso
Judge Michael Stern
Kenneth Klein, Esquire

Trustees Absent: Judge Michelle Williams Court
Susan Steinhauser, 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 12:16 pm and thereafter presided. Judge Rosa Fregoso arrived at 12:33pm. Executive Director, Sandra J. Levin, recorded the Minutes.

1.0 PUBLIC COMMENT

No Public Comment

2.0 PRESIDENT'S REPORT

President Juhas recognized Executive Director Sandra J. Levin's accomplishments during her tenure and announced her leadership would be celebrated at a reception on January 24, 2024. President Juhas recognized other Trustees for comments. Trustee Kenneth Klein recognized Sandra's ability to bring order and efficiency to the Library's operations during a chaotic time and to expand the Library's services beyond serving only law firms to making resources available to underserved populations. Judge Michael Stern commended he has been a patron since October

1975. He complimented Sandra on her ability to retain staff and continue services during the difficulties presented by the Covid 19 pandemic.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 15, 2023 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants

Judge Seigle requested to pull item 3.2 for further review. Agenda item 3.1 was passed by acclamation. Judge Seigle inquired about fiscal year vs. year to date regarding agenda item 3.2. The Board discussed the state deficit. A discussion was had concerning factors contributing to the deficit in the state budget: including how tax receipts are way down, and how high income individuals and companies are leaving California. Agenda item 3.2 was passed by acclamation.

4.0 DISCUSSION ITEMS

- 4.1 Update Regarding Elevator Retrofit Project

Jaye Steinbrick had to step away from the Board meeting, and was unable to present update. ED Levin informed the Board that the project is underway beginning with requesting bids for later Board approval.

- 4.2 Update and Overview of "Your Life, Your Plan" Access to Justice Commission Project

ED Levin discussed a new pilot project she is about to begin. The goal of the project is to provide a software platform for individuals needing assistance with estate planning documents such as Advanced Healthcare Directives, Powers of Attorney, Statutory Wills, and Simple Revocable Trusts. The Access to Justice Commission Project is designed to avoid crisis situations by increasing advanced planning. With a mobile friendly web based platform, the site will allow patrons to be connected to pro bono legal assistance after some preliminary assessments of the situation and availability of documentation. The site will streamline data, provide reading materials and resources, allow for uploading of documents and the sharing of notes, keeping all patron information in one convenient place for easier tracking. The Board discussed advertising, and funding. ED Levin commented that the next steps would be to secure funding for administrator/software maintenance.

- 4.3 Community Connections Program Update

LALL Community Resource Specialist Chloe Casey presented and update on the Community Connections Program. She discussed how transportation is an issue for patrons accessing library resources. Chloe can distribute bus passes, as well as a reduced fee tap card. Another obstacle for access to community social programs and assistance stems from patrons who are unable to obtain an ID. The LALL Community Connections program has been able to assist patrons in this situation through a DMV no fee waiver. A DMV no fee waiver is a program that allows eligible individual to obtain an identification card at a reduced fee or no cost at all. Chloe discussed other city libraries with guest passes that don't need an ID. She also pointed out the digital divide continues to limit underserved populations in the ability to participate in programs on Zoom. Chloe discussed how the Library is seeking ways to educate patrons on how to participate in Zoom classes, and plans to develop other classes on digital literacy.

5.0 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.

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Update Regarding State Budget

The Board discussed how the state budget is currently in crisis, with a \$68 billion deficit. The Board discussed spending reserves, reduced spending on schools, and LALL's reduction to one time spending. We are lobbying for ongoing funding, and will continue to advocate for more.

6.2 Transition Update

ED Levin and ED Chew discussed the ongoing Executive Director transition. ED Katherine H. Chew began working at LALL on December 1, 2023, and ED Sandra Levin will be retiring on December 29, 2023. They discussed how ED Chew has met with all of the staff, and how she is coming up to speed on all of her new job duties.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:32 pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 24, 2024 at 4:30p.m.



Katherine H. Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees