

**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.**

**January 24, 2024**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 24, 2024 at 4:30 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  
Kenneth Klein, Esquire

**Trustees Absent:** Susan Steinhauser, Esquire

**Senior Staff Present:** Katherine Chew, 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 4:39pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

**1.0 PUBLIC COMMENT**

Geoff Wilson, member of Members Services, discussed how on July 27, 2023 he bought a card for LALL's Members Study. He did not receive his card until September 5 2023. He wrote a complaint to the Library, then received the card two days later. He asked for an extension of subscription for the two months he spent without the card. The request was denied. He then asked the Board for a two-month extension once again. He also requested for LALL to institute value stream mapping. Asked the Board to consider value stream map analysis for LALL.

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

3.1 Approval of Minutes of the December 20, 2023 Regular Board Meeting

3.2 Review of November Financials and List of December Checks and Warrants

3.3 Review and Approval of FY24 2<sup>nd</sup> Quarter Statistics

3.4 2024-25 Workers Compensation Insurance Renewal Approval

3.5 Approval of Revisions to Job Descriptions for Recruitment of Director, Reference and Collections; Librarian, Collection Development; Librarian, Legal Education; Senior Librarian, Collection Development; and Director, Public and Legal Education

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

**4.0 DISCUSSION ITEMS**

- 4.1 Presentation of Commendations to retirees Sandra Levin, Malinda Muller, Linda Heichman, and Leigh Saldana

Linda Heichman was not present for the Board Meeting. Sandra Levin and Malinda Muller both received commendations from the Board for their years of service to LALL.

- 4.2 Recognition of Volunteers with Gratitude for Their Contributions

President Juhas and the Board thanked volunteers present for their service to the Library. The Board had each volunteer present stand, introduce themselves, and tell what classes they taught at the Library.

- 4.3 UBS Investment Update

Kelly Jay discussed LALL's investment portfolio. He handles all Library investments pro bono. Kelly discussed zero coupon treasuries/investments. He mentioned how returns have begun to accelerate, started with \$5.5 million, but that figure has grown to \$6.2 million. Discussed how investment strategy contained little to no risk. Kelly also discussed how to balance current investments.

**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 Government Publishing Office selects LA Law Library to receive Federal Depository Library Program limited distribution of print titles

ED Chew discussed Government Publishing Office selects, mentioned how LALL is one of only three libraries to have print publications in the entire state of California.

- 6.2 Visit from Senator Caroline Menjivar of 20<sup>th</sup> District (Burbank and San Fernando Valley)

ED Chew discussed how Senator Caroline Menjivar would be visiting LALL on January 31, 2024. ED Chew went over plans for the tour for the Senator

- 6.3 Friends of LA Law Library Luncheon Honoring Beacon of Justice Awardees

ED Chew discussed plans to host Beacon of Justice Awardees for a luncheon.

- 6.4 Passing the Torch Event

**7.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 5:07pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 28, 2024 at 12:15pm.



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

