

**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.**

February 28, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 28, 2024 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
Kenneth Klein, Esquire
Judge Susan J. DeWitt
Susan Steinhauser, Esquire phoned in to the meeting, but did not vote on any item

Trustees Absent: Judge Michelle Williams Court

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 12:18pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the January 24, 2024 Regular Board Meeting

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

3.3 Approval of Conflict of Interest and Disclosure Code for Law Library, Los Angeles County

3.4 Resolution to Update List of Signees on Local Agency Investment Fund (LAIF) Account

3.5 Approval of Extension of Contract with Insurance Broker for 2024-25 Property and Liability Insurance Renewal

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

4.0 DISCUSSION ITEMS

4.1 Recognition of Judge Michael Stern's years of service as Trustee with thanks from the Board of Trustees and LA Law Library

President Juhas recognized Judge Stern's retirement from the Board of Trustees, and thanked him for his service to the Library. President Juhas discussed Judge Stern's staunch support over the years, and presented him with a trophy and a rare book. Judge Stern then spoke about his time at the Library, both as a patron and a Board Member. He has been a patron of the Library since 1975. Trustee Steinhauser also expressed her enjoyment from working with Judge Stern and expressed that she was sorry to see him go.

4.2 Welcome to Judge Susan DeWitt as newly appointed Board of Trustee

President Juhas welcomed Judge Dewitt to the Board of Trustees. Judge Dewitt then addressed the Board, introduced herself and discussed her background.

4.3 Review and Approval of FY2023-24 Mid-Year Budget and Financials

E.D. Chew discussed the Library budget, highlighting that the \$2 million deficit is down to about a \$1.5 million deficit after recouping some losses. Marcelino Juarez then discussed the Library budget. Trustee Steinhauser inquired about CCCLL and the Library parking structure. E.D. Chew discussed upcoming meetings she will have with CCCLL in Sacramento. Trustee Seigle discussed the unlikelihood of receiving one time funding this year and inquired when we should start creating a contingency plan. E.D. Chew stated that she believes we should start now. Marcelino Juarez explained that we have financial reserves that should last about 2-3 years, but he agreed that it is time to start planning. E.D. Chew then discussed expanding Library programming, outreach, revenue, and mentioned the repairs planned for the Library parking structure.

President Juhas requested a motion to approve Item 4.3. So moved by Trustee Seigle, seconded by Trustee Fregoso. The motion was unanimously approved 5 – 0.

4.4 Change of Leadership of Board of Trustees and Election of Officers

President Juhas discussed how he has been considering retirement, and announced that he was stepping down as Board President. He mentioned that Trustee Court had agreed to serve as president, and Trustee Seigle had agreed to serve as Vice President.

President Juhas requested a motion to approve the appointment of Trustee Court as Board President, and Trustee Seigle as Vice President. So moved by Trustee DeWitt, seconded by Trustee Klein. The motion was unanimously approved 5 – 0.

Trustee DeWitt mentioned that a finance committee still needed to be elected. Item 4.3.

Trustee Juhas reappointed the current Finance Committee of himself, President Court, and Trustee Seigle.

4.5 Establishment of Board of Trustee Working Group to review and analyze Friends of Los Angeles County Law Library Amended Bylaws, executed on January 23, 2024.

Trustee Juhas discussed how the Friends Board was established roughly twenty years ago. They are primarily responsible for organizing the Library Gala. Last year they suggested changes to their bylaws, which were approved. This year they are requesting to make changes to the bylaws once again. Trustee Juhas then discussed establishing a



team to analyze the Friends' amended bylaws. Trustees Klein, Juhas, and President Court were chosen.

Executive Director Katherine Chew stated for the record that the Working Group would serve as an ad hoc advisory committee to the full Board of Trustees, meaning the group is temporary in nature with no regular ongoing meetings. The three appointed members of the ad hoc committee would be tasked with the specific purpose stated in the staff report and would report to the full Board any findings for public discussion and Board deliberation, or, if necessary, determine if more time would be needed to accomplish the described tasks. Trustee Juhas set a tentative date for the committee to come together sometime in June.

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

E.D. Chew discussed a plaque for former E.D. Sandra Levin. She then mentioned how Telemundo had interviewed the Library's Circulation Department. She discussed how LA Superior Court has partnered with Stanford Law in an effort to improve access for justice.

Deputy Director Jaye Steinbrick then addressed the Board regarding repairs to the parking structure. He discussed how he had found a specialist who was willing to repair the structure, and we are waiting on a proposal from them. Deputy Director Steinbrick was optimistic that we would be able to afford the repairs, and mentioned that the parking structure earned roughly \$500,000 per year in revenue when it was functional.

E.D. Chew then let the Board know that a new Facilities Manager, Paul Williams, would be starting work at the Library the following week. She discussed meeting with the staff of Senator Menjivar and Assemblymember Jesse Gabriel. She then let the Board know that the LA Times recently published an article about LALL.

At this time President Juhas thanked the Board and the Library staff for his time as President.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 27, 2024.



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

