

**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.**

May 29, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 29, 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 Michelle Williams Court
Judge Laura Seigle
Judge Susan J. DeWitt
Judge Mark Juhas

Trustees Absent: Susan Steinhauser, Esquire (Phoned in for entire meeting)
Kenneth Klein, Esquire (Phoned in from 12:23pm-1:02pm)
Judge Rosa Fregoso

Senior Staff Present: Katherine Chew, Executive Director

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

President Court determined a quorum to be present, convened the meeting at 12:15pm 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 April 24, 2024 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Review of FY2025 Property & Liability Insurance Estimates
- 3.4 Review and Approval of Guardian Dental, Vision, and Life Benefits Renewal

President Court asked the Board if anyone wanted anything removed from the Consent Calendar. Trustee Seigle requested that item 3.2 be removed. President Court requested a motion to approve items 3.1, 3.3, and 3.4. So moved by Trustee Juhas, seconded by Trustee Seigle. The motion was approved unanimously 4 – 0.

3.2 Trustee Seigle inquired why there were negative numbers concerning library materials. Marcelino Juarez explained that the negative numbers illustrated that items were spent and then transferred. President Court requested a motion to approve item 3.1. So moved by Trustee Seigle, seconded by Trustee Juhas. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Presentation of Community Connections Statistics by Chloe Casey

Chloe discussed how the library tracks patrons and their needs by category. She has already met with 514 patrons so far this year. She mentioned that she attends similar programs at other libraries, and that our numbers are higher. She is seeing about 100 patrons per month on average. Trustee Juhas asked for clarification for what "seeing a patron" entails. Chloe responded that she counts each phone call, email, and in person meeting. She went on to explain that about 30% of the people she helps need assistance with housing. About 15% need assistance with homelessness, then transportation, mental health, and elder care. Chloe went on to discuss new classes, outreach events, and collaborating with her counterparts at other libraries. Trustee Seigle inquired about how often Chloe refers patrons to other organizations. Chloe responded that she refers patrons to outside organizations very often, with homeless service providers being the most common. She also regularly helps patrons follow up with these outside organizations. Trustee Steinhauser stated that she was impressed by the number of service providers, and that she was pleased to hear that Chloe is building relationships. She then inquired about details for Service Area 4, which Chloe mentioned. This is the region that Chloe works with. It extends from Mid-City to Boyle Heights, and from South Central to Glendale. It is the Homelessness Authority Service Map, and there are 8 total regions in Los Angeles County. Trustee DeWitt asked why these things are not on the Homeless Authority website. Chloe responded that we are working on adding more of this information to our website. She explained that many of these programs tend to run out of funding and don't generally last very long. Trustee Steinhauser inquired about how Chloe sees her programming evolving. Chloe responded that we are continuing to analyze this. She mentioned that the Library staff will soon be trained in de-escalation techniques. She also mentioned that many of our patrons come into the library when they are going through very stressful times, and how important it is to be mindful of that when dealing with them.

4.2 Presentation of Rare Book Assessment Project by Ryan Metheny

Ryan detailed that this project dates back to before the pandemic. The Library hired an outside consultant who gave staff guidance about assessing and handling rare books. We still need to do an inventory. The assessment should take about one year. Trustee Steinhauser asked what qualifies as a rare book. Ryan stated that there is not a single accepted definition. We check catalogs of other libraries, and we are purchasing software to compare our collection to other libraries. Ryan brought a selection of some rare books to the meeting for the Board to look over.

At this point Judge Juhas left the meeting at 1:16pm.

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 April 25- LA Law Library Presentation on Supported Decision Making for UCI Health, Children's Hospital of Orange County, and the Orange County Regional Center medical professionals, counselors and service coordinators (41 participants and Library will provide conservatorship presentation as part of their July educational series.)
- 6.2 Library tours in May included a group from the LA Library Foundation through invitation of Judge Seigle on May 24, and another one scheduled for May 31 with Senator Smallwood Cuevas staff.
- 6.3 Assembly Member Mike Gipson's staff have reached out to us to collaborate on offering expungement clinics in his 65th District. We are



- 6.4 Future collaborations: Tour and Visit from Senator Lola Smallwood-Cuevas; Request from Assembly Member Mike A. Gipson's (65th District) to partner on expungement events

E.D. Chew mentioned an upcoming LALL tour that Senator Smallwood-Cuevas will be attending. She also mentioned that Laurie Levenson may get one of her staff members to assist.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:00pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 29, 2024 at 12:15pm.



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

