

**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.**

June 26, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 26, 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
Susan Steinhauer, Esquire
Judge Rosa Fregoso
Judge Mark Juhas
Kenneth Klein, Esquire (Arrived at 12:29pm)

Trustees Absent: Judge Laura Seigle
Judge Susan DeWitt

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Manager
Jaye Steinbrick, Deputy Director

President Court determined a quorum to be present, convened the meeting at 12:17pm 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 May 29, 2024 Regular Board Meeting
- 3.2 Review of May Financials and List of April Checks and Warrants
- 3.3 Re-appointment of Bethany Kristovich to Friends of the Los Angeles County Law Library Board of Directors
- 3.4 Approval of Rate Increases for Room Rentals

President Court asked the Board if any members wanted anything removed from the Consent Calendar. E.D. Chew requested that Item 3.3 be removed. President Court requested a motion to approve Items 3.1, 3.2, and 3.4. So moved by Trustee Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 4 – 0. E.D Chew stated that Item 3.3 should be tabled for a future meeting after upcoming discussions with the Friends Working Group.

4.0 DISCUSSION ITEMS

- 4.1 Thanks to Deputy Director Jaye Steinbrick for years of service and recognition of his planned retirement on July 5, 2024 from LA Law Library

The Board took some time to recognize some of Jaye Steinbrick's accomplishments over his 17 years of service to LALL. President Court presented him a crystal book trophy.

Trustee Klein arrived at 12:29pm.

4.2 Review and Approval of Property and Liability Insurance for fiscal year 2024/2025

Robert Lowe from Alliant Insurance addressed the Board to discuss LALL insurance coverage. The Board discussed pricing options and different levels of coverage. The Board looked at two different options for renewal. Option 1 - Renew with incumbent carriers, same limits, and same deductibles. Option 2 - Renew with incumbent carriers, same limits, and same deductibles and increase DIC limit by \$5M to \$20M overall. After discussion, the Board decided that Option 1 would be better for the Library. President Court requested a motion to approve Option 1 for Item 4.2. So moved by Trustee Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.3 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2024/2025

Finance Manager Marcelino Juarez discussed the proposed budget with the Board. Marcelino went over some projects that the Library has been working on. All current projects are expected to cost about \$4.7 million, with parking structure repair and elevator upgrades as the priority. Tapping into Library reserve funds was also discussed. Marcelino discussed how the Library will likely not receive any one-time funding for at least two years. He then highlighted how some of our projects are necessary for safety reasons and cannot be put off. Deputy Director Jaye Steinbrick then mentioned that he had applied to the FCC for a grant. The Library will receive a \$300,000 grant for upgrading switches and firewalls. The Library will only have to pay about \$40,000. President Court requested a motion to approve Item 4.3. So moved by Trustee Fregoso, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

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.

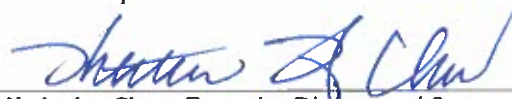
President Court brought up a recent law change which would allow for the Board to meet quarterly instead of monthly. No action was taken, but Board Members were encouraged to consider this option for later discussion.

6.0 EXECUTIVE DIRECTOR REPORT

6.1 Retirement Lunch scheduled for Jaye Steinbrick on July 3, 2024 at Training Center
6.2 All Staff Training scheduled for June 25 and June 28, 2024 in compliance with California's Workplace Violence Prevention Law (SB 553) with Active Shooter Training from LAPD Major Crimes Unit

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:33pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 28, 2024 at 12:15pm.



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

