

**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.**

**October 23, 2024**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 23, 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 Rosa Fregoso (Phoned in)  
Judge Mark Juhas  
Judge Susan DeWitt  
Susan Steinhauser, Esquire (Arrived at 12:19pm)

**Trustees Absent:** Kenneth Klein, Esquire

**Senior Staff Present:** Katherine Chew, Executive Director

**Also Present:** Marcelino Juarez, Finance Manager

President Court determined a quorum to be present, convened the meeting at 12:17pm and presided until President Court arrived. 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 September 25, 2024 Regular Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 FY 24 Quarter 1 Statistics
- 3.4 Approval of Revised Job Description HR Generalist and New Job Description for Administrative Office Manager

President Court requested a motion to approve the consent calendar. So moved by Vice President Seigle, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

Trustee Steinhauser arrived at 12:19pm.

**4.0 DISCUSSION ITEMS**

- 4.1 Presentation: LADWP Commercial EV Charging Station Rebate

Representatives from LADWP, lead by Scott Moon, gave a presentation about their Commercial EV Charging Station Rebate. No action was taken by the Board.

**5.0 AGENDA BUILDING**

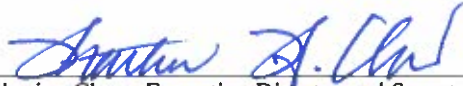
Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

**6.0 EXECUTIVE DIRECTOR REPORT**

E.D. Chew gave a brief report on LA Law Library's 2024 Pro Bono Week. She informed the Board about recent cybersecurity training for staff. She discussed how Kathy Paspalis stepped down as Executive Director of the Friends of the LA Law Library. She discussed the Library's performance during the Great Shakeout, and discussed the Library's upcoming holiday party.

**7.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:21pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 18, 2024 at 12:15p.m.



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

