

**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.**

**November 20, 2024**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 20, 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  
Kenneth Klein, Esquire  
Judge Susan DeWitt  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Rosa Fregoso

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

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

Vice President Seigle determined a quorum to be present, convened the meeting at 12:16pm and presided until Item 4.2. Thereafter, Trustee Juhas presided after taking over the role of President. Executive Director, Katherine Chew, recorded the Minutes.

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

Vice President Seigle turned over the discussion to Trustee Juhas for updates on the Friends Board of Directors. Trustee Juhas discussed meeting with Brittani Jackson and Jeff Kichaven from the Friends of the Los Angeles County Law Library. He mentioned how Kathy Paspalis has retired from the role of Executive Director of the Friends. Trustee Steinhauser discussed how the Friends have existed since 2003, and how she had worked with them closely up until a few years ago.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the October 23, 2024 Regular Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 Approval of 2025 LA Law Library Holiday Schedule
- 3.5 Approval of 2025 Board of Trustees Meeting Schedule
- 3.6 Approval of Organizational Chart for LA Law Library and Elimination of Job Position for Deputy Director

Vice President Seigle asked the Board if they would like anything pulled from the Consent Calendar. Trustee Steinhauser was unable to access the org chart from Item 3.6. E.D. Chew also requested that Item 3.6 be removed from the Consent Calendar. Vice President Seigle requested a motion to approve Items 3.1, 3.2, 3.3, 3.4, and 3.5. So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

#### Item 3.6

E.D. Chew let the Board know that there was a mistake on Item 3.6. She let the Board know that the Circulation Manager is actually under the supervision of Ryan Metheny. E.D. Chew also let the Board know about Library Staff's privacy concerns regarding the org chart. The org chart contains the first and last names of staff members. Back in 2016 the Board determined a policy for public facing staff that stated that managing staff would provide first and last names to the public, while non-supervisory staff could only give first names. E.D. Chew suggested that once the corrections were made to the org chart, that it would only be used internally. Trustee DeWitt then suggested that we create two org charts, one public and one private. The public chart could contain only first names. Vice President Seigle requested a motion to approve Item 3.6 with the proposed corrections, and also with the understanding that there will be two versions of the org chart. One public with limited names, and one private with full names. So moved by Trustee Klein, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

#### 4.0 DISCUSSION ITEMS

##### 4.1 Recognition of and thanks to Judge Michelle Williams-Court for her years of dedicated service as Trustee of the LA Law Library

The Board took time to recognize and thank Judge Court for her years of service to the Library. Each of the Board members spoke about meeting Judge Court, and their time working with her. Judge Court was then presented with a crystal book trophy from the Library, as well as a rare book from the Library's collection. Judge Court then spoke, reminiscing about her time working with LA Law Library.

##### 4.2 Change of Leadership of Board of Trustees and Election of Officers

The Board then discussed who would be taking over the Presidency now that Judge Court is no longer a member of the Board. Trustee Juhas discussed how he would be happy to take on the role of President on a limited interim basis of 3 – 6 months. Trustee DeWitt made a motion to approve making Judge the Board President on a limited interim basis. The motion was seconded by Trustee Klein. The motion was approved unanimously 5 – 0.

##### 4.3 Review of 1st Quarter FY24 Performance as Compared to Budget

Finance Director Marcelino Juarez then addressed the Board summarizing the 1<sup>st</sup> quarter results. He let the Board know that he was pleased with the results. He discussed how court fees are up 15% from budget. He mentioned how we are already at pre-2020 numbers, and how during the second half of the year the numbers usually grow even higher. He then discussed Library expenses. Staff costs are under budget, but there was an increase in Facilities costs. This was due primarily to upgrading the HVAC system. Trustee DeWitt then asked why professional development is down 60%. Marcelino let her know this is because staff members have received grants to attend conferences, keeping costs down. Trustee Steinhauser then asked Marcelino about the Library's reserves. Marcelino let her know that many capital projects are still being worked on, and that there are still staff positions that need to be filled. He stated that with these things in mind, we may need to look at dipping into our reserves during the next fiscal year. Trustee Steinhauser asked for clarification of which teams? Marcelino told her Facilities and IT.

##### 4.5 Review and Acceptance of Pro Bono Week After-Report

Janine Liebert addressed the Board regarding Pro Bono Week 2024. Janine discussed the different programs covered, mentioning a heavy focus on housing law. Trustee Steinhauser inquired about attendance numbers. Janine stated that attendance numbers were on par with other post pandemic numbers. No action was taken by the Board.



- 4.6 Review and approval to prepare a National Register of Historic Places nomination for LA Law Library through services of Teresa Grimes, Historic Preservation, Principal

Teresa Grimes addressed the Board regarding a National Register of Historic Places nomination for LA Law Library. It would cost the Library \$15,000 to hire Teresa to try and get the Library designated as a historic place. Trustee Seigle inquired if there would be any problems making significant repairs or changes to the Library if the historical designation were to occur. Ms. Grimes stated that this would not be an issue. Ms. Grimes also stated that she was confident that LA Law Library would meet the historical designation criteria. President Juhas requested a motion to approve paying \$15,000 to retain Ms. Grimes' services, and to possibly pay additional travel fees. So moved by Trustee Klein, seconded by President 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.

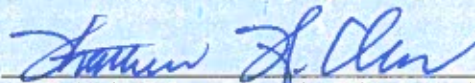
President Juhas would like to look into earthquake preparedness for the LA Law Library building.

6.0 **EXECUTIVE DIRECTOR REPORT**

Facilities Supervisor Mark Rangel addressed the Board regarding the parking structure rebuild. He went over the two possible solutions to repair the parking structure. One solution would be to dig up and replace the post tension cables supporting the structure, 75% of which are corroded. The other solution would be an external reinforcement system which would support the structure from underneath. No action was taken by the Board.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:50pm. 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

