

**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.**

March 26, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 26, 2025 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
Susan Steinhauer, Esquire
Kenneth Klein, Esquire
Judge Rosa Fregoso
Judge Susan DeWitt (Arrived at 12:19pm)
Judge Cherol Nellon

Trustees Absent: Judge Laura Seigle

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

President Juhas determined a quorum to be present, convened the meeting at 12:16 pm 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 February 26, 2025 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Approval of job description for Library Associate-Executive Office and revisions to job description for Library Technician, Communications

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. No items were requested. President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauer, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.0 DISCUSSION ITEMS

4.1 Recognition of LA Law Library Volunteers with Gratitude for Their Contributions

Maria Hall represented LA Law Library volunteers before the Board. President Juhas thanked Ms. Hall, and all of the other volunteers for all that they do for the library. E.D. Chew discussed the volunteer appreciation reception that took place the week before. She stated that the only way the library can do what it does is due to the selflessness of LALL volunteers.

Trustee DeWitt arrived at 12:19pm.

Maria Hall addressed the Board and stated that she would like to thank the library staff for how helpful they have always been to her. She also acknowledged the work of E.D. Katherine Chew, and Community Resource Specialist Michelle Neumann.

Trustee Steinhauser asked how the search for the new Director of Public and Legal Education is going. E.D. Chew responded that there are currently five applicants, and interviews will begin being conducted soon. Trustee Steinhauser then asked how many people on average attend Lawyers in the Library. Ms. Hall replied that there are usually about 100 patrons, and about 20 volunteer attorneys. President Juhas thanked Ms. Hall and all of the other volunteers once more.

4.2 Presentation of Commendation to retiree Kim Thach for 33 years of service to LA Law Library

Kim Thach was presented with a crystal book trophy for her retirement from LA Law Library. Finance Director Marcelino Juarez spoke about his time working together with Kim. Several other members of staff also spoke about their time working with Kim, and then Kim herself spoke about her time at LALL.

4.3 Review and Acceptance of FY2024 Audit by Price Paige & Company

Fausto Honojosa, CPA CFE/Managing Partner, and Jasmine Logee, CPA/Audit Supervisor addressed the Board over a Zoom call. Auditors presented and discussed the results of the fiscal year 2023-24 audit. This audit year, the Friends of the Los Angeles County Law Library were determined to be a blended component unit of the Law Library. Additionally, GASB96, subscription-based information technology arrangements (SBITA's), was implemented bringing the Library in compliance. The overall result was an unmodified "clean" opinion that the financial statements present fairly, in all material respects, the respective financial position of the Law Library, as of June 30, 2024, and the respective changes in financial position, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

4.4 Recognition of and thanks to Trustee Kenneth Klein for over 30 years of dedicated service to Board of Trustees of the LA Law Library

President Juhas spoke about his time serving on the Board with Trustee Klein, and presented him with a rare book. He also received a commendation from the Board of Supervisors, and a crystal book trophy from LALL. E.D. Chew gifted him with a mug depicting a QR code. When scanned, the QR code leads to a new literary quote each day. Trustee Steinhauser spoke about her time working alongside Trustee Klein. Trustee Klein then spoke about his time working with LA Law Library.

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

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:35pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 23, 2025 at 12:15pm.



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



