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 19, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 19, 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 Judge Laura Seigle Judge Susan DeWitt Judge Cherol Nellon Susan Steinhauser, Esq. Dan Rosenfeld
Trustees Absent:	Judge Rosa Fregoso
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 12:15 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew addressed the Board. She discussed how LA Law Library has been confirmed on the national registry, and received a grant for $2,050 for a sign depicting that fact. The library will have a celebration for this on 2/27/26. LADWP will be installing LED lighting throughout the library for free, a $317,000 value. These LED's will also save the library approximately $16,000 per year in electricity fees. The library is currently putting together highlights for the Board regarding Pro Bono Week. The library has also installed glass for two new rooms, installed new garage doors, and has hired a new Community Resource Specialist. The library has also been working on new city council outreach efforts.

Trustee Steinhauser arrived at 12:18pm.

The library hosted an international guest tour in August. We have new partnerships with the federal courthouse's self help center. E.D. Chew attended the CCCLL meeting in October. Trustee DeWitt mentioned that her court would be having a court common lunch on December 12 at Grand Park.

4.0 <u>CONSENT CALENDAR</u>

4.1 Approval of Minutes of the October 22, 2025 Regular Board Meeting
4.2 Financials/ Checks & Warrants
4.3 Approval of 2026 LA Law Library Holiday Schedule
4.4 Approval of 2026 Board of Trustees Meeting Schedule
4.5 Review and Approval of Library Policy Concerning Security Gate Alerts for Unauthorized Book Removal

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. E.D Chew mentioned that she would like to change a sentence on Item 4.5. She would like to change the sentence from "customer services" to "patron services". President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Trustee Stainhauser. The motion was approved unanimously 6 – 0.

Trustee Steinhauser asked for clarification about the July 4, 2026 holiday. E.D. Chew stated that since July 4, 2026 will fall on a Saturday, staff members that usually work on Saturdays will have that day off. Staff members that work Monday through Friday, will get the day off on Friday, July 3, 2026.

Trustee DeWitt requested to abstain on the vote to approve the October 2025 Board Minutes due to the fact that she was not present during that meeting. President Juhas requested a motion to approve Item 4.1. So moved by Trustee Steinhauser, seconded by Vice President Seigle. The motion was approved 5 – 0, with Trustee DeWitt abstaining.

5.0 <u>CLOSED SESSION</u>

5.1 Conference with Labor Negotiator (G.C. 54957.6). Library Negotiator: Executive Director Katherine H. Chew, with Finance Director Marcelino Juarez; Employee Organization: SEIU Local 721

The Board convened in a closed session at 12:27pm.

6.0 <u>RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT</u>
(Pursuant to Government Code §54957.1)-Katherine H. Chew

The Board reconvened in an open session at 1:01pm.

7.0 <u>DISCUSSION ITEMS</u>

7.1 Review and Approval of Reference Statistics Update and Proposed Changes to Quarterly Statistical Reporting

Ryan Metheny, Director of Reference & Collections, addressed the Board. He discussed several new categories for the library's quarterly statistics. These include more detailed data on how patrons are using the library. Walk ins from the court have increased, and we are keeping track of that now. Books used on site are being tracked now in order to measure how print is being used. Vice President Seigle asked how the library tracks walk ins from the court. Ryan responded that those statistics include some guess work, but most patrons let us know.

Trustee Steinhauser asked if these new statistics are being tallied for the purpose of determining future practices. Ryan responded that these additional details could help shape the library's collection in the future. How much we use print vs. digital, location next to courthouse, etc. Trustee DeWitt mentioned that these statistics could be used for P.R.

Vice President Seigle commented on the huge increase in totals from last year, and some figures had doubled compared to pre pandemic numbers. She asked for the reason behind such a large increase. Ryan responded that this is mostly explained by the patrons' needs. Patron numbers have remained fairly stable, but we count per question. E.D. Chew mentioned that AI becoming more prevalent probably contributed to this rise. AI is not always accurate, and can lead to more questions. Ryan expounded that AI is driving the complexity of questions that the library receives. AI answers most patrons' basic questions, but gives poor information.

Trustee Rosenfeld asked how the library tracks patron feedback. Ryan responded that we have a form for praising the work of library staff, as well as a form for library criticism. E.D. Chew stated that the library's Communications team is working on a brochure depicting positive anecdotes about patrons' experiences at LA Law Library.

President Juhas noted that library members have decreased over time, and asked why that might be. Ryan responded that it may be time to look at the Members Program to see how much value we could bring. Vice President Seigle mentioned that they had discussed providing trial resources in the past.

President Juhas left the meeting at 1:13pm. Thereafter, Vice President Seigle presided.

E.D. Chew stated that we are looking into expanding library members beyond law firms. She would like to start reaching out to other industries and groups. Trustee Rosenfeld suggested giving patrons a short questionnaire regarding their experiences at the library. Trustee DeWitt asked if we have done any advertising for the library's rooms that are available to rent. She suggested advertising on legal websites and journals. E.D. Chew stated that we have not advertised such listings yet, but we are working on a brochure to send out to law firms. Vice President Seigle stated that she is on the LACBA committee, and invited E.D. Chew to come to a meeting to discuss rental options.

Ryan concluded by discussing the stacks and archive statistics. These depict how often people are requesting objects from the library's closed stacks. There were 500 requests made in the last quarter, higher than we anticipated. This shows a demand for paper, as well as rare and historical information.

7.2 Recommendation to establish Trustee Development Committee

E.D. Chew stated that the Board is considering creating a committee from the Trustees for outreach for development and funding. This committee could give staff guidance, in house or out of office. Trustee DeWitt stated that the members of this committee would not be able to do any fundraising, but they could serve as advisors. Trustee Rosenfeld asked if that crosses a line. Trustee DeWitt clarified that fundraising is not permitted, but creating a plan is. She then inquired why a subcommittee would be needed. If staff members would be pitching ideas, decisions to act on those ideas would ultimately come before the Board. Trustee Rosenfeld stated that maybe we should consider hiring a consultant. He asked who our target donors are. Trustee Steinhauser stated that we need a compelling case statement. Who we are, what we do, what funds will be used for, etc. Vice President Seigle stated that we do not just need money, we need a strategic plan for capitol improvement, and our longevity. Someone good at development might not be the same person to raise money for capitol projects.

E.D. Chew stated that we have looked into this. She has been researching individuals who may fit this role. The library's last strategic plan was in place from 2013 – 2018. She stated that it is time for a new strategic plan. Vice President Seigle asked if it makes sense to bring in a new part time or full time development person. She asked if the Friends of the LA Law Library could help with this kind of thing. Trustee Steinhauser stated that the relationship with the Friends was different before. We are expanding fundraising opportunities. The Friends will do the Gala. We will find other resources. Vice President Seigle stated that in house development could work with the Friends. Trustee Steinhauser stated that we need money for a development person. Trustee Nellon suggested perhaps someone with library experience. E.D. Chew stated that the person she has in mind does have library experience.

Trustee Nellon pointed out that Trustee Steinhauser was on the Board during the library's last strategic plan. She asked if Trustee Steinhauser was happy with that plan. Trustee Steinhauser stated that yes, she was happy with that plan. It was done by the E.D. at that time, as well as members of staff. The plan before that was done by an outside person. Trustee Rosenfeld stated that he would like to hear a presentation from a professional. We need a plan, strategic or development, focused on finances. Operating costs and capitol costs. Vice President Seigle pointed out that in the previous plan, fiscal goals were not a highlight. Trustee DeWitt inquired about The California Endowment. Trustee Rosenfeld stated that they are primarily healthcare oriented.

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.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:35pm by Vice President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 17, 2025 at 12:15pm.

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