**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.**

December 17, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 17, 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 Rosa Fregoso Judge Cherol Nellon
Trustees Absent:	Judge Susan DeWitt Susan Steinhauser, Esq. Dan Rosenfeld
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 12:18 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 November 19, 2025 Regular Board Meeting

3.2 Review of October Financials and List of November Checks and Warrants

3.3 Review and Approval of updated Library Rules of Conduct

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 Vice President Seigle, seconded by Trustee Fregoso. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

4.1 Recognition of Volunteer Meera Cassorla and presentation of Certificate of Appreciation for her work with the Conservatorship Clinic

The Board recognized Meera Cassorla for her volunteer efforts at the library. She was presented a Certificate of Appreciation by the Board.

4.2 Review and Approval of New Collection Development Policy

Ryan Metheny, Director of Reference & Collections, addressed the Board. He stated that the Collection Development team has been working on this new policy for a while. A new California statute, the Freedom to Read Act, will begin on January 1st. This statute will make libraries show their collection policy. The statute was passed in response to book ban issues. The statute also includes a process to challenge a library's inclusion of books.

President Juhas asked if the library had a John Grisham book, and he did not like Grisham, does that mean he could complain? Ryan responded that yes, in that case the library would have to justify their inclusion of this book. President Juhas then inquired if we need to hire a lawyer. Ryan responded that no, the statute is pretty bare bones. We can reference policy to show why we would keep certain books. The proposed policy seeks to address future challenges that might arise on the following topics: our selection of certain subjects and jurisdictions; our choices in allocating resources to certain topics and titles; and how these choices address the needs of our patrons.

President Juhas asked if this policy will be included on the library's website. Ryan responded that yes, it would if the Board decides to approve it. President Juhas asked if we need to provide hard copies. Ryan responded that he believes that the statute just states that the policy needs to be online. Vice President Seigle asked if there are other old policies that need to be updated. Ryan responded maybe; we do not have many Board-approved policies. E.D. Chew stated that the policies that have recently been brought before the Board were policies that needed to be updated immediately. She stated that she could not think of any other policies that need to be updated at the moment, but she is sure something will come up. We should look at the employee handbook again. Ryan stated that this new policy addresses new technologies, including AI. It also includes pros and cons to making tools available, but it seems like things are trending toward more AI being implemented in the future.

President Juhas requested a motion to approve Item 4.2. So moved by Trustee Fregoso, seconded by Trustee Nellon. The motion was approved unanimously 4 – 0.

4.3 Review and Approval of Labib Funk and Associates Proposal to Repair Hill Street Parking Structure

Mark Rangel, Facilities Supervisor, addressed the Board. Mark stated that we have hired the LFA engineering firm for this project. They will use FRP on the top deck and the underside of the parking structure. The estimated cost is $330,000. We also need to waterproof the top deck, which would be achieved by adding up to 3 inches of concrete above the FRP. The estimate for this is $225,000.00, for a total of $630,000.00. We had $500,000 budgeted for this project. E.D. Chew stated that the initial cost estimate was approximately a little over $800,000.00; however, LFA had since worked to find a contractor that could do the work closer to our budgeted capabilities. Mark stated that LFA is working on architectural drawings to submit to the city, and would be prepared to submit those to pull permits to begin the work soon thereafter. Once construction begins, it is estimated that repair work should take 45-60 days to complete.

Vice President Seigle stated that between LFA and All Star Post, that All Star seemed not as responsive. E.D. Chew confirmed that this was correct, as the estimate All Star provided did not include an overall assessment from an on- site inspection or any testing. President Juhas stated that we have many expenses coming up, and he believes that we need to get this done to begin generating revenue.

Trustee Fregoso inquired if there is enough money in the budget to fund this repair. Marcelino Juarez, Finance Director, stated that we do have enough. There is a mid-year budget that we can review, but we do have enough to move forward. This project will be expensed over 30-40 years. Trustee Fregoso asked if this would affect other financial obligations. Marcelino responded no, not in the current budget. It is safe to move forward. President Juhas stated that we still have other repairs to discuss. This will generate revenue. He then asked if we have a parking contract. E.D. Chew responded not at this time. The next step would be to explore possible parking vendors to help manage the structure and find a suitable contract. It is not clear at this point if the Library would want to pursue the same parking lot vendors that were under contract in prior years.

President Juhas then inquired about electric chargers. Mark responded that LADWP has a program for free installation of free electric chargers for entities that meet certain location and space requirements. The library applied to be considered for the program and has already been deemed eligible to participate. We should get 30-40 chargers once installation takes place.

However, locations participating in the program must be placed on a six-month waiting list for the installation work to be done, with selection from the waiting list based on a lottery procedure. There are several locations participating in the program, and given this, participants that are not selected are automatically rolled into the next 6 month window. At this point the Library has been rolled over into the next 6 month selection process. Once selected, the contractor working with us would have one year to complete the installation work. President Juhas asked if there would be any construction issues related to the parking structure repair work. Mark responded no, the chargers should not interfere with the structure repairs. Trustee Nellon asked when the next window would be. Mark responded the fall selection just occurred, so the next window will be in the spring. Trustee Fregoso inquired about the value of the chargers, and if we will generate revenue from them. E.D. Chew responded yes, we would have the opportunity to set the rates, and could reach an agreement with a selected parking management vendor to share in the percentage of revenue generated from the chargers. President Juhas stated that at the courthouse their chargers are 30 cents per kilowatt hour, and that we should be competitive with that. Trustee Fregoso asked who would make repairs on these chargers. Mark responded that the chargers come with a warranty, but when that warranty expires, we will be responsible for any repairs.

President Juhas requested a motion to approve Item 4.3. So moved by Vice President Seigle, seconded by Trustee Nellon. The motion was approved unanimously 4 – 0.

5.0 CLOSED SESSION

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 12:39pm.

6.0 Reconvene in Open Session/ Closed Session Announcement

(Pursuant to Government Code §54957.1)-Katherine H. Chew

The Board reconvened in an open session at 12:57pm. No reportable action was taken.

7.0 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.

8.0 Executive Director Report

Vice President Seigle stated that the Board talked about a development committee during the last Board meeting. They had discussed speaking to a consultant before starting said committee. E.D. Chew responded that she had held a meeting with Trustees Steinhauser and Rosenfeld, as well as Paul Vandeventer (Co-Founder of Community Partners). Paul is very experienced with fundraising for non-profits. Paul suggested we develop an internal advisory committee made up of staff members. E.D. Chew stated that we will meet with Paul again. Paul also offered to reach out to Denny Zane, the former mayor of Santa Monica, should we be interested in learning about fundraising through bond issuance. As discussions progressed, E.D. Chew indicated a presentation to the Board on fundraising possibilities would be appropriate in the future.

E.D. Chew then discussed a recent LA Times article where Trustee Rosenfeld was mentioned, as well as LFA.

E.D. Chew stated that after informing LADWP of our recent listing on the National Register of Historic Places, they agreed the library would be eligible for its rebate program for free LED lighting upgrades. Instead of spending an estimated $316,000 to replace the library's florescent lighting, participation in the rebate program allows for upgrading the entire lighting system to LED completely free. She was happy to report that the work to install new LED lighting throughout the entire building has been completed. Each bulb was about $180, and this change should save the library $16,000 annually in its electrical bills.

E.D. Chew stated that we have a postcard invitation to celebrate the library's listing on the National Register of Historic Places. The library will be hosting a celebration on February 27, 2026. This event will be called the Old School, Still Cool Shindig. We will be sending out the invitations in January. Heidi Duckler Dance Company is also expected to perform at the celebration.

The Chief of the Division of Dispute Resolution and Justice Initiatives from the LA County and Business Affairs contacted us to collaborate in programming for the Mediation Workshop they are planning in March 2026. We will be working with them to provide support for the workshop. In addition, the County asked that we participate as an award rater for their annual awards, recognizing individuals and DRP funded organizations who demonstrate a long-term commitment to promoting peace and harmony to the community. E.D. Chew will serve in that capacity.

E.D. Chew went on to discuss the Equal Justice Conference which will take place in May. E.D. Chew will speak as a panelist. Her panel will highlight how partnerships with public libraries play a vital role in closing the justice gap, and will discuss how LA Law Library serves the community in programming with legal advocates. Vice President Seigle stated that LAPL has many staff members focused on these issues. E.D. Chew stated that she will reach out to them to inquire if they might be interested in participating as a panelist.

Trustee Fregoso asked if there was any new information about the upcoming Gala. E.D. Chew responded that the Gala will take place on April 29, 2026, and that the honorees have been chosen.

9.0 <u>ADJOURNMENT</u>

There being no further business to come before the Board, the meeting was adjourned at 1:06pm by Vice President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 28, 2026 at 12:15pm.

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