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.

January 28, 2026

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 28, 2026 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 Susan Steinhauser, Esq. Dan Rosenfeld
Trustees Absent:	Judge Rosa Fregoso Judge Cherol Nellon
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 December 17, 2025 Regular Board Meeting

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

3.3 Review and Approval of FY26 2nd Quarter Statistics

3.4 Review and Approval of Extension of Contract with Insurance Broker for 2026-2027 Property and Liability Insurance Renewal

3.5 Review and Approval of LA Law Library Cybersecurity Best Practices for Employees-Data Classification

3.6 Review and Approval of Revision to Job Description-Managing Librarian, Legal Education to Managing Librarian, Public and Legal Education

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. Vice President Seigle requested Items 3.4 and 3.5 be removed from the Consent Calendar. President Juhas requested a motion to approve the Consent Calendar, minus Items 3.4 and 3.5. So moved by Trustee Rosenfeld, seconded by Vice President Seigle. Trustees DeWitt and Rosenfeld abstained on voting for Item 3.1 since they were not present at the previous Board Meeting. Item 3.1 was passed 2 – 0. The motion to approve Items 3.2, 3.3, and 3.6 was approved unanimously 4 – 0.

3.4
Vice President Seigle inquired about a comment in Item 3.4 postponing the RFP will allow us to focus our attention on more pressing matters and better planning. She asked what the pressing matters are, and what is the better planning. Marcelino Juarez, LALL Finance Director, responded that this is all about timing. The renewals for the insurance are due in July. The recommendation is to stay with our current broker to help us through the July 1 renewals. After the July 1 renewals, we should go out to RFP.

3.5
Vice President Seigle inquired where the IT Team pulled these best practices from. Marin Sok, LALL IT Director, responded that he pulled many of these best practices from Cal State and USC. President Juhas inquired if we offer cyber security training videos. Marin responded that we do offer cyber security training videos as part of new employee onboarding.

President Juhas requested a motion to approve Items 3.4 and 3.5. So moved by Vice President Seigle, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

4.0 <u>Discussion Items</u>

4.1 Authorization to Bind Workers Compensation Insurance

Marcelino Juarez, LALL Finance Director, addressed the Board. He recommended that the library remain with Chubb for another year, and to re-evaluate the market next year. There have been improvements in premiums and claims since 2014. Marcelino attributes this in part to the library's in house safety committee which assesses risks. The experience modification rate has gone from 227% in 2014 to 81% in the current cycle.

Trustee Steinhauser arrived at 12:24pm.

President Juhas asked what experienced modification means. Marcelino responded that it assesses risks. A score below 100 gives you credits, while a score over 100 is seen as at risk. President Juhas stated that to his recollection, the premium has stayed steady, and lowered. Marcelino recommended that the Board go with Chubb.

President Juhas requested a motion to approve Item 4.1. So moved by Trustee DeWitt, seconded by Vice President Seigle. The motion was approved unanimously 5 – 0.

4.2 Review of nomination and approval for appointment of Anthony Pacheco to the Board of Directors of the Friends of the Los Angeles County Law Library

Trustee DeWitt inquired who nominated Mr. Pacheco. E.D. Chew responded that Jeff Kichaven of the Friends nominated Mr. Pacheco. He would be a Trustee approved Board Member. Trustee DeWitt responded that she has known Mr. Pacheco for a long time, and that he is a great guy. President Juhas stated that he is "gold plated". Trustee Steinhauser commented that Jeff has been great with the Friends for a long time. E.D. Chew stated that the Friends would like to find out if certain law firms have been supportive of the Gala, or long time library members, who might want to join the Friends Board.

Trustee DeWitt asked the Board what they were thinking in terms of vetting. Trustee Steinhauser responded that she would like to meet them face to face. Trustee DeWitt responded that it could be awkward to meet a candidate that has been suggested. She asked if the Board should have more involvement of who is selected, and then possibly have candidates meet with the LALL Board for a final interview. Trustee Steinhauser responded that we should build trust with the Friends. She would like to meet the candidate to learn what they think of the library, what they would do for the library, any fundraising ideas they may have, etc. Trustee DeWitt responded that conceptually this is a great idea. She agrees that the Board wants candidates to have these traits, but it may be a strange process after they have already been nominated.

Trustee Steinhauser responded that we should always be looking for new Friends board members. She stated that she has never thought of the Friends as a firm lead for prospective LALL Board members, but it is a possibility. Trustee DeWitt responded that maybe we should not vet the person, but it may be nice to have them come in and introduce themselves. We want them to understand our values and goals. E.D. Chew stated that we get invited to Friends Board meetings, they put forward names, the nominated person talks about their background, they vote, then bring the results to our Board. Trustee Steinhauser responded that once they are appointed, they should introduce themselves as Trustee DeWitt suggested.

Vice President Seigle stated that the Friends Board has 9 – 25 authorized spots for directors, while they currently only have 16. She inquired if there is discussion amongst the Friends about increasing their number of directors. E.D. Chew responded that at the most recent Friends meeting, there was an open discussion as to whether anyone knows someone who would like to join the Friends Board. E.D. Chew has suggested one resource might be some of the many law firms who frequently use the library or are part of our registered members. Trustee DeWitt suggested that someone from the Friends could make a short announcement at the Gala saying they have openings. The Gala crowd should be full of good candidates. President Juhas stated that the announcement should come from the Friends and not us.

President Juhas requested a motion to approve Item 4.2. So moved by Trustee DeWitt, seconded by Trustee Steinhauser. The motion was approved unanimously 5 – 0.

5.0 CLOSED SESSION

5.1 LA Law Library may hold a closed session on the following item pursuant to Government Code § 54956.9(d)(1): Conference with Legal Counsel; Pending Litigation Everett v. Chew, LA Law Library. Confidential memoranda related to this item may be considered during such closed session discussion; 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 12:40pm

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Judge Mark Juhas

The Board reconvened in an open session at 1:26pm. 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.

The Board briefly discussed the upcoming audit. They also mentioned a discussion of planning for a strategic plan, and creating a development committee.

8.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew reported the celebration for the Library's recent listing on the Register of Historical Places (our "Old School Still Cool Shindig" is taking place on February 27, 2026. In addition, the Friends have begun Gala preparations and we recently had a Gala Committee planning meeting.

As a follow up from a board discussion, the staff have developed a patron survey form to ascertain how our services are used, patron satisfaction, and to ascertain any personal testimonials from patrons. The library is also working on new programming which includes a Saturday expungement clinic and our Immigration clinics are still underway. We are launching a program on public benefits. We are also reaching out to the Los Angeles Public Library to explore opportunities and coordinate collaborations.

In addition to re-instituting our work with the County on Mediation Trainings, ED Chew advised the Department of Business and Consumer Affairs have reached out to include the Library as one of the raters for its annual awards that are presented to participants tin the Department's mediations. ED Chew will serve as one of the raters.

An update on facilities projects included information that the start date for construction on the parking structure will begin in February 2026 with a projected completion date in March. Finally, it was reported that LED lighting has been installed has been installed throughout the entire building at no cost as the Library qualified for an LADWP grant as a National Historic Place. This avoided the estimated cost of $314,000 to upgrade the lighting through other contractors. It is estimated that the installation will save the library approximately $16,000 per year in energy costs.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:32pm by President Juhas. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 25, 2026 at 12:15pm.

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