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 25, 2026

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 25, 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 Rosa Fregoso Judge Susan DeWitt Judge Cherol Nellon Susan Steinhauser, Esq. Dan Rosenfeld
Trustees Absent:	NA
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 12:13 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 25, 2026 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, Public and Legal Education
3.4 Approval of Conflict of Interest and Disclosure Code for the Los Angeles County Law Library

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. Hearing no such request, President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Nellon. The motion was approved unanimously 7 – 0.

4.0 <u>Discussion Items</u>

4.1 Presentation by Bruce Silberman, B.S. Silberman Consulting: Emerging Trends in the Parking Industry and Parking Lot Management

Staff invited consultant Bruce Silberman to address the Board. He accepted the invitation on a volunteer basis in support of the Library's work. Mr. Silberman briefly shared his decades experience in the parking management industry and his current work as a primary consultant for the construction and development of prominent commercial projects nationally. He suggested to the Board that once the parking structure is operational once again, the library should consider using a third party management company that uses an automated system to collect parking fees. He stated that new developments in the parking industry would allow the library to operate the parking structure without the need of an onsite parking operator. He suggested a system where guests would park in the garage, go to a kiosk, and scan their credit card to pay. Mr. Silberman explained that newer systems utilize cameras and AI to enforce parking payments. If the Library chose to utilize this newer system, payments would come directly to the Library, and there would be a convenience fee that would go to whatever company we hired.

President Juhas asked who would pay for the hardware and the cameras. Mr. Silberman responded that it is possible to have the contracted management company cover these costs. He also recommended using cameras instead of hiring security to reduce Library costs. Vice President Seigle asked what would happen if someone did not pay. In that situation, Mr. Silberman responded that the offending party would be sent a citation. He stated that most such citations get collected, while some do not.

Trustee Nellon asked what would happen if the kiosk were to malfunction. He responded that there is an intercom button on the kiosks that could be used to reach an employee of the management company who would work to resolve the issue with the customer. President Juhas asked if the Library would have to cover maintenance fees for such equipment. Mr. Silberman responded that he is uncertain about damage, but for general maintenance the Library would need to get a service contract. Mr. Silberman recommended the company Resolve to fulfill all of the Library's parking structure needs.

Trustee Steinhauser stated that we should do a financial comparison between using Resolve, or hiring other parking management companies. Mr. Silberman clarified that he does not represent Resolve, and would receive no financial gain from these decisions. He stated that he is installing Resolve's equipment into his own parking facilities, and can help negotiate with them on behalf of the Library if the Board chose to pursue this option. Trustee Rosenfeld asked if Mr. Silberman could provide alternative companies so that the Board could be assured that they had performed their due diligence in considering available options in the market. Mr. Silberman stated that he could provide that information if needed. President Juhas suggested that the Library should speak to staff members to get their views, then sit down again to solidify a plan, and then bring that plan back to the Board.

4.2 Review and Approval of FY2025-26 Mid-Year Budget and Financial Forecast

Marcelino Juarez, the library's Finance Director, addressed the Board. Vice President Seigle stated that we are in the black, and seem to be better off than recent years. She asked if this will be the new situation moving forward. Marcelino responded that this is mainly due to the fact that court fees have been trending upwards since 2022. However, they can also go down. It is hard to anticipate. He stated that we tend to put savings away for rainy days. Trustee Steinhauser stated that we should rebuild reserves. Marcelino stated that due to the higher court fees, our prior estimation of a $2 million deficit this year has changed. Trustee Fregoso asked how much we put in our reserves. Marcelino responded that we do not take out our reserve funding, but we let it earn interest.

Marcelino stated that current library reserves are at about $25 million when considering everything, including investments.

President Juhas requested a motion to approve Item 4.2. So moved by Trustee Rosenfeld, seconded by Trustee Nellon. The motion was approved unanimously 7 – 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.

6.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew updated the Board on the library's Torrance Branch. David Slayton, Executive Officer of the Superior Court of Los Angeles, contacted staff to advise that the court will need the space currently used for our Branch Location for a Family Center. Given this, the Court proposed the Branch be relocated in the Torrance Annex building which is located behind the main courthouse across the parking lot. The suggested space is currently laid out as a courtroom, and would be offered as an alternative space to the Library in "as is" condition. This would mean that the Library would be responsible for all costs associated with re-designing the space to make it a functional library. Staff will provide further updates as they become available.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:24pm by President Juhas. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 22, 2026 at 12:15pm.

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