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.

July 22, 2026

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 22, 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 Laura Seigle Judge Susan DeWitt Judge Mark Juhas Judge Rosa Fregoso Dan Rosenfeld
Trustees Absent:	Judge Cherol Nellon Susan Steinhauser, Esq.
Senior Staff Present:	Katherine Chew, Executive Director
Also Present:	Marcelino Juarez, Finance Director

President Seigle determined a quorum to be present, convened the meeting at 12:17 pm, and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Seigle expressed that she was happy to be here, and also expressed her happiness that Trustee Juhas is still a member of the Board.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the June 24, 2026 Regular Board Meeting
3.3 Review and Approval of June Financials and List of June Checks and Warrants
3.4 Review and Approval of 4th Quarterly Statistics
3.5 Review and Approval of Reference Statistics Update and Visual Aids to Quarterly Statistical Reporting

President Seigle asked the Board if anyone would like an item removed from the Consent Calendar. Trustee Rosenfeld requested that Item 3.3 be pulled for discussion. President Seigle requested a motion to approve Items 3.1, 3.4, and 3.5. So moved by Trustee Juhas, seconded by Vice President DeWitt. The motion was approved unanimously 5 – 0.

3.3

Trustee Rosenfeld asked Finance Director, Marcelino Juarez, why the library's net pension liability went up. Marcelino responded that this item is subject to evaluation at the end of the fiscal year. He explained that the auditors determine pension liability, and that this is out of our control. Marcelino also clarified that though the agenda reads "June Financials" that these numbers were actually for the month of May. Trustee Rosenfeld pointed out that pension liabilities take up a large portion of our funds. Marcelino responded that medical insurance to retirees is also a large liability that we must pay. President Seigle inquired if it is worth analyzing liabilities more closely. Marcelino responded that back in 2014 the Board established a trust to help pay for liabilities.

President Seigle requested a motion to approve Item 3.3. So moved by Trustee Rosenfeld, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.0 <u>Discussion Items</u>

4.1 Review and Approval of Parking Management Company for Hill Street Parking Structure

E.D. Chew stated that there are three scenarios for companies we can use to manage the parking structure. The first option is complete management by library staff. The second option would be to hire a company that will run the parking structure on site. The third option would be a hybrid option. With this option, a company would provide analytics, and would periodically have staff on site to manage the structure. E.D. Chew stated that we think this third option, a company called Air Garage, will be better suited for the library. She recommends that the library try using Air Garage for one to two years.

President Juhas inquired how long it will be until the garage opens. Facilities Supervisor, Mark Rangel, responded that we are done with repairs. As of yesterday, a representative from the city came out to inspect the repairs. They gave us conditional approval. He stated that completion of the EV charging stations will happen next week. Mark estimated that the garage would open in Early September.

President Seigle asked how we will advertise for the parking structure. Mark responded that Air Garage would handle advertising and pricing. E.D. Chew stated that we will also be on the Tesla app. She stated that there is no need to vote on this. The library will go forward with creating a contract with Air Garage.

4.2 Update on License Termination at Torrance Courthouse and Discussion For Future Branch Operations

E.D. Chew stated that we are moving our branch location out of the Torrance Courthouse. The Judicial Counsel wants to do a walkthrough of the facility on August 6, 2026 to make sure that we have removed all of our equipment. Many patrons are upset that our branch will no longer be in the courthouse. It would be very expensive to rent a new space in Torrance, and money has not been budgeted for this.

The Torrance Courthouse is open to allowing the library to utilize another room for the library. We would have to cover expenses to make the room suitable for our use. The courthouse is open to giving us a five-year lease for this new space, however, they would want to be able to shorten this agreement at any time. E.D. Chew tried to find other possible locations nearby. She could not get in touch with anyone at the Torrance Public Library, which is in walking distance from the courthouse. The cost to make a new space in the Torrance Courthouse suitable for a library branch would exceed $100,000. Vice President DeWitt stated that we should look into other options before we go down that route. President Seigle stated that we should include signage around the Torrance Courthouse to let patrons know about the move. E.D. Chew stated that we will also put this information on the library's website. President Seigle requested that we get an idea of other potential spaces in the area before next month's Board Meeting.

4.3 Update from Ad Hoc Committee concerning Strategic Planning Consultant Search

Vice President DeWitt stated that the ad hoc committee has interviewed several candidates for the role of the library's strategic planning consultant, and that they are ready to recommend one to the Board. The committee decided to recommend the company Rethinking Libraries for the role. The committee recommends hiring this company, and revisiting this relationship again after one year to possibly reevaluate. Rethinking Libraries has a diverse group of people that they assign to this project, containing multiple experts in multiple fields. They have a fair price point, and Trustee DeWitt took this opportunity to commend the other members of the ad hoc committee for getting this done in spite of their busy schedules. The final cost to hire this company would be about $35,000. The committee recommends that the Board approve this decision today, or at next month's meeting at the latest so that we can get the ball rolling on the library's new strategic plan.

President Seigle inquired when the end date would be. Vice President DeWitt responded that they would kick off in August, and would have an action plan by February/March. President Seigle stated that the Board does not need to vote, and that E.D. Chew can move forward with hiring Rethinking Libraries.

5.0 <u>CLOSED SESSION</u>

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 <u>Everett v. Chew, LA Law Library;</u> Confidential memoranda related to this item may be considered during such closed session discussion; Conference with Labor Negotiator (G.C. 54957.6). Library Negotiators: Executive Director/General Counsel Katherine H. Chew, with Finance Director Marcelino Juarez; Employee Organization: SEIU Local 721

The Board convened in a closed session at 1:02pm.

6.0 <u>RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT</u>
(Pursuant to Government Code §54957.1)-Judge Laura Seigle

The Board reconvened in an open session at 1:13pm. 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.

President Seigle suggested offering officers of the Friends of the Los Angeles County Law Library to attend library Board Meetings, possibly twice a year. This would be an effort to try and develop a closer relationship between the two boards. Trustee Fregoso inquired whether they would come in person to these meetings, or if they would appear remotely. President Seigle stated that it would be nice to have people in person. Trustee Rosenfeld stated that he would like to see marketing, development, and fundraising be brought up more regularly. We need sources of funding. President Seigle suggested trying to aim for getting some of the Friends' officers to attend the October 2026 Board Meeting. E.D. Chew stated that she would try to schedule something.

8.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew stated that Ryan Metheny, Director of Reference & Collections, will be leaving the library to become a senior research analyst for a law firm. She went on to discuss the All-Staff Training Day on August 7, 2026. This training will concentrate on the library's strategic plan, safety committee drills, and would include a ribbon cutting ceremony for the library's historic designation sign.

She went on to discuss the elevator upgrade project. Today is the deadline for bids, and at this time, we have received zero bids. E.D. Chew went on to state that a library member kicked in one of our garage doors to retrieve his car after hours. The member was reprimanded, and the door has been repaired so that this will not happen again.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:24pm by President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 2026 at 12:15pm.

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