

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF LAW LIBRARY TRUSTEES OF  
LOS ANGELES COUNTY**

**A California Independent Public Agency Under  
Business & Professions Code Section 6300 et seq.**

**December 6, 2006**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 6, 2006, at 12:15, at the offices of the Los Angeles County Law Library headquarters at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs of the Library, and transacting such other business as might properly come before the Board of Trustees.

**1.0 ROLL CALL/QUORUM**

**Trustees Present:** Judge Abraham Khan  
Judge Jan Plum  
Judge John Wiley  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Lee Edmon  
Judge Francis Gately, Jr  
Kenneth Klein, Esquire

**Staff Present:** Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. There were three requests from the public to speak on Agenda Item 3.4, Pasadena Public Library. Executive Director Marcia Koslov recorded the Minutes.

President Steinhauser announced that since the posting of the agenda an item had come to the attention of the Board that required the Board's immediate attention. A 2/3 vote of the Board was needed to amend the agenda. Trustee Wiley moved and Trustee Plum seconded a motion to modify the agenda and add Agenda Item 3.5, Approval of Paychex Flexible Spending Account Plan. The motion was unanimously approved.

## **2.0 CONSENT CALENDAR**

President Steinhauser asked if there were agenda items to be removed from the Consent Calendar to the Agenda for discussion. No requests were made. Upon motion made by Trustee Pluim and seconded by Trustee Khan, the Consent Calendar was unanimously approved.

### **The Items approved on consent were:**

- 2.1 Minutes of the November 1, 2006 Regular Board Meetings.
- 2.2 List of Checks and Warrants
- 2.3 Financials, July – November, 2006

## **3.0 ACTION ITEMS**

- 3.1 Approval of Board meeting dates for 2007. A proposed 2007 calendar for meeting dates was presented. The meeting date for June was changed from the 5<sup>th</sup> to the 12<sup>th</sup>; July was changed from the 3<sup>rd</sup> to the 10<sup>th</sup>; September was changed from the 4<sup>th</sup> to the 11<sup>th</sup>. Trustee Pluim moved and Trustee Wiley seconded a motion to approve the 2007 calendar with the changes. The motion was unanimously approved. 2007 Regular Board meeting dates are: January 10; February 6, March 6, April 3, May 1, June 12, July 10, August 7, September 11, October 2, November 6 and December 4.
- 3.2 Approval of new members to the Board of Directors of the Friends of the Los Angeles County Law Library. Friends' bylaws require that a majority of the Board members be approved by the Board of Trustees. On behalf of the Friends Board, President Steinhauser presented a slate of three candidates for the Board of Directors: Jordan Weiss, Vice President Tax, Roll International Corporation; David Axelrad, Partner, Horvitz & Levy; and Terri Keville, Partner, Manatt, Phelps & Phillips, LLP. Trustee Khan moved and Trustee Pluim seconded a motion to approve the slate of additional members to the Board of Directors of the Friends of the Los Angeles County Law. The motion was unanimously approved. President Steinhauser asked that the record reflect the outstanding work done by, and extensive time, energy and resources provided by Bob Adler, Chair of the Board of Directors of Friends.
- 3.3 Approval of Audit Request for Proposal (RFP). The proposed RFP indicated a single year audit (2005-06). The Executive Director requested that the Board approve audits for two fiscal years, 2004-05 and 2005-06. Due to the holiday season, President Steinhauser requested that the RFP be modified to include language that allowed for changes in the timetable so that it would be possible to move the date requirements further into the future. The President further suggested that the RFP contain language that would allow an expedited process for approval so that the recommendations would be submitted directly to the Board. Following full review and discussion of the proposal, Trustee Wiley moved and Trustee Pluim seconded a motion authorizing the Executive Director to proceed with the audit RFP. The motion was unanimously approved.

- 3.4 Approval of the Pasadena Public Library Partnership. The Executive Director provided the Board with a letter of understanding and an executive summary that outlines the initial partnership commitments of the Los Angeles County Law Library and the Pasadena Public Library (PPL) regarding joint provision of legal information (both materials and services) at the Pasadena Public Library. The purpose of the partnership is to (1) provide increased access to legal and materials and services for users in the Pasadena area and to (2) serve more users. Lee Paradise, Pamela Royce, and Richard Ashbran provided public comment; many focused on the space allocation as well as the materials and services available during the summer and fall, the “pilot” period of the partnership. The Executive Director explained that the letter of understanding provides for significant expansion of materials and space. In addition, staff at Pasadena Public Library consists of professional librarians who are being trained by Law Library staff and Law Library staff will be available for continuing training and back up reference. It was moved by Trustee Plum and seconded by Trustee Wiley that the Los Angeles County Law Library enter into a partnership with the Pasadena Public Library as outlined in the distributed letter of understanding and executive summary. The letter of understanding is the first step in the development of a more final agreement between the two libraries. It is understood that there may be “fine tuning” prior to the signing of such an agreement by both libraries. Any major changes would be presented to the Board. The motion was unanimously approved.
- 3.5 Approval of the Paychex Flexible Spending Account Plan for staff employees. Following review and discuss of the plan, Trustee Plum made a motion, and Trustee Wiley seconded the motion, to approve the organization resolution adopting the Flexible Spending Account Plan from Paychex, the Library’s payroll and HR consulting firm. The motion was unanimously approved.

#### **4.0 DIRECTOR’S REPORT**

- Law Library/Self Help Center award from CSAC (California State Association of Counties). The Los Angeles Superior Court received a CSAC Challenge Award for the collaboration between the Law Library, the Long Beach Court, and Neighborhood Legal Services that established the Law Library/Self Help Center in the Long Beach Courthouse branch of the Law Library. Additional sites under consideration for collaborative self-help efforts are Van Nuys and Norwalk. In addition, there has been discussion about establishing a self help center in the legal information section of the Pasadena Public Library where the public library and the Law Library are partnering.
- Staff Update. The Law Library has hired a branch assistant for Pomona. Alvaro Quezada comes to the Law Library with a BS in Criminal Justice and six years previous experience working in a library.
- Law Library Microform Consortium (LLMC). The Law Library is a member of LLMC and is one of the major contributors of materials that were initially filmed and are now scanned for preservation purposes. The materials are made available to all

- LLMC members. Beginning in February, the equipment to scan the materials will be located at the Law Library. In addition to scanning the materials the consortium identifies as priority items, the equipment can be used to scan any other materials in the Law Library's discretion. The Law Library anticipates scanning the California Supreme Court and Court of Appeals briefs. The equipment is placed in the Law Library free of charge in exchange for sending LLMC the TIF files of the scanned items.
- Rare Books. Trustee Plum inquired as to the status of the rare book collections. The Executive Director reported that there had not been any action on the review and possible sale of those materials.

#### **5.0 DIRECTOR'S DISCUSSION**

The Director's discussion was tabled to a future meeting.

#### **6.0 PRESIDENT'S REPORT**

President Steinhauser reported that Friends of the Los Angeles County Law Library Board of Directors had selected Shirley and Seth Hufstедler to be joint recipients of the 3rd annual Beacon of Justice Award. The Gala Reception and fundraiser will be held on the evening of Wednesday, March 28, 2007 at the Law Library.

President Steinhauser reminded Board members of the AB1234 Ethics training requirement. President Steinhauser also reminded the Executive Director to have photographs of the Board of Trustees, current and past, appropriately displayed in the Law Library.

#### **7.0 PUBLIC COMMENT**

There was no public comment.

#### **8.0 AGENDA BUILDING**

President Steinhauser requested that the Executive Director bring her plans for the next calendar year to the January Board meeting, including marketing opportunities.

#### **9.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:40 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on Wednesday, January 10, 2007.

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Marcia J. Koslov, Executive Director and Secretary  
Los Angeles County Law Library Board of Trustees