

**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, 2007

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, December 6, 2007, at 12:15 p.m., 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 Susan Bryant-Deason
Judge Lee Edmon
Judge Abraham Khan
Judge Jan Plum
Susan Steinhauser, Esquire
Judge John Wiley

Trustees Absent: Kenneth Klein, Esquire

Staff Present: Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:27 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

No requests to speak from the public were received.

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 Plum and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 6-0.

The Items approved on consent were:

- 2.1 Minutes of the November 6, 2007 Regular Board Meeting
- 2.2 Draft Financials – July – October, 2007-2008 Fiscal Year
- 2.3 List of Checks and Warrants

Per the President's prerogative, Agenda Item 6.0 Director's Discussion was taken out of order and discussed at this time.

3.0 ACTION ITEMS

3.1 Approval of 2008 Regular Board Meeting dates. Two alternative schedules were distributed. The discussion centered on scheduling the regular meetings for the fourth Tuesday of each month. The Director was requested to provide a schedule to the Board via email for their consideration and approval at the January Board meeting. It was recommended by consensus that the January Board meeting be scheduled for Tuesday, January 22, 2008.

Per the President's prerogative, Agenda Item 5.0 Director's Report was taken out of order and discussed at this time.

4.0 CLOSED SESSION

At 1:10 p.m. President Steinhauser announced that the Board would go into closed session for:

4.1 Closed Session. Public Employment: Legal counsel for human resources and union-related issues.

4.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 1:54 p.m. having concluded an executive session during which the Board discussed alternatives and strategies regarding legal counsel for human resources and union-related issues.

5.0 DIRECTOR'S REPORT

- The Executive Director reported that following discussions with Union representatives, legal counsel made the language modifications and forwarded them to the Union. The Union has until December 10, 2007 to report their agreement or concerns.
- The Executive Director directed the Board's attention to the CCCLL Legislative Committee's recommendation to move the County Law Library code sections from the B&P Code to the Government Code. It was recommended that at a future meeting, the Board have a full discussion on the pros and cons a move from one Code to another. It was also stated that the Library is engaged in the development of a full legislative history of the County Law Library statute sections.
- Facility update - The repair of the NW elevator encountered a problem, the result of which was that the elevator and elevator shaft needed to be completely reconstructed. Because of the cost of that reconstruction, the entire elevator project has been moved from a maintenance line item in the budget to a capital expenditure.

- Marcelino Juarez, Administrative Assistant has been promoted to Accounting Manager for the LA Law Library within the Business Services Division.
- The Santa Monica Court Administrator, James McGlynn, approach the Law Library with a request to consider moving our Santa Monica Branch library to a different location within that Courthouse. Although the square footage space is smaller, the Courthouse would provide DSL within the new suggested space enabling the Law Library to take advantage of full technology. We are working to develop a space plan that would be acceptable to both sides.

6.0 DIRECTOR'S DISCUSSION

New LA Law Library website. Jaye Nelson, Director, Technology Services, presented an overview of the new website that went live in mid-November. The three major search sections of the web site are: Find, Ask and Get. In addition, visitors to the website have options to find information in five menu categories: "about us," "services," "research," "news," and "training & events." Visitors to the site can link through to all of the services to which we subscribe. Visitors within the library can access the site via wifi.

The Board requested that the Library publicize the new website through a "grand opening" and through the development of either announcements or news articles to let attorneys, Board of Supervisors, and others know about the site. Jaye indicated that there would be a "web campaign" as part of a marketing campaign.

The Board also requested that there be future discussion on such issues as scanning of materials and making the content of our collection, particularly the out-of-print materials, available online.

7.0 PRESIDENT'S REPORT

There was no President's report.

Vice-President Lee Edmon announced that the Junior League was honoring President Susan Steinhauser with the Junior League's Spirit of Volunteerism award on March 29, 2008. The Board congratulated President Steinhauser on receiving this significant award.

8.0 PUBLIC COMMENT

There was no public comment.

9.0 AGENDA BUILDING

No agenda building items were identified.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:26 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on January 22, 2008.

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