

**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.**

**January 22, 2008**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 22, 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 Lee Edmon  
Judge Abraham Khan  
Kenneth Klein, Esquire  
Judge Jan Pluim  
Susan Steinhauser, Esquire  
Judge John Wiley

**Trustees Absent:** Judge Susan Bryant-Deason

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

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

One request to speak from the public was received.

President Steinhauser welcomed Board Members to another year of service as a Board of Trustees of the LA Law Library. She thanked the Board Members for their previous year of service and also thanked the staff on a successful 2007 year. Accomplishments include financial stability, hiring of several senior staff members including a Business Services Director and an HR Manager and the development and introduction of our new website. In addition, the elevators have been brought into compliance with current Code standards, we've enhanced our partnerships with the courts and the public libraries. During the coming year, the Law Library will be looking to diversify revenues through a marketing and membership program, renegotiate MOU, review and reclassification of the collection, landscape and entrance renovation, and renewal of branch leases. President

Steinhauser also requested that the Executive Director continue to monitor legislative activities that affect county law libraries.

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

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

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

## **3.0 ACTION ITEMS**

- 3.1 Approval of 2008 Regular Board Meeting dates. A motion was made by Trustee Plum and seconded by Trustee Edmon to accept the 2008 Regular Board Meeting schedule that sets the meetings on the 4<sup>th</sup> Tuesday of every month, except for November and December, 2008 when the Regular Meeting is scheduled for the 3<sup>rd</sup> Tuesday of those months. The motion was unanimously approved, 6-0.
- 3.2 Approval of Friends of the LA Law Library web site. A motion was made by Trustee Klein and seconded by Trustee Wiley to approve the development and maintenance of the Friends web site at the cost identified and approved by the Friends Board of Directors. The motion was unanimously approved, 6-0.
- 3.3 Approval of partnership with the LA County Bar Litigation to add copier/fax to Attorney's Conference Room at the Stanley Mosk Courthouse. A motion was made by Trustee Plum and seconded by Trustee Wiley to approve to the partnership agreement outlined by the Executive Director to work with the LA County Bar Litigation section to place a copier/fax in the Attorney's Conference Room at the Stanley Mosk Courthouse. The motion was unanimously approved, 6-0.
- 3.4 Election of President and Vice-President. Upon a motion made by Trustee Klein and seconded by Trustee Khan, the Board unanimously approved the election of Susan Steinhauser as President and Lee Edmon as Vice-President for the 2008 calendar year, 6-0

## **4.0 DIRECTOR'S REPORT**

- CCCLL Update: The Executive Director reported that the CCCLL recommended legislation that would move the County Law Library code sections from the B&P Code to the Government Code has been held pending full review and discussion by the CCCLL at their next membership meeting. The Director reported that
- Staff Update: The Executive Director introduced Susan Niemeyer, HR Manager within the Business Services Division, and announced that Jen Weber would be joining the staff on Monday, January 28, 2008 as the new Administrative Assistant.
- Facility Update: The former Administrative Assistant's office was divided into two offices to accommodate staff needs.
- Statistics: Statistics kept from 2006 to 2007 indicate that not only has walk-in traffic increased, but the Law Library has also experienced an increase both mail and email questions. Web statistics indicate that there are substantial increases in the use of the Library's new website when December, 2006 is compared to December, 2007: visitors increased by 71%; visitors who visited the site more than once increased by 39%; average daily hits from outside the library rose by 88%; international visits increased by 54%. 20% of our hits during December, 2007 were referred from other sites such as Google and Yahoo. The average visit duration was 16 minutes.
- 2008 Goals and Directions were established for the Directors that will subsequently be used to set individual staff member goals as part of the annual performance evaluation process. The Law Library has set mid-February as the target for providing staff with their annual performance review.

The Board of Trustees requested quarterly use statistics in a standardized format.

## **5.0 CLOSED SESSION**

At 12:47 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 1:35 p.m. having concluded an executive session during which the Board met with labor counsel and provided instruction regarding human resources and union related issues.

## **6.0 PRESIDENT'S REPORT**

The President reminded the Board that the Friends of the LA Law Library event will take place on April 2, 2008. The honoree is Justice Arthur Gilbert and the keynote speaker will be California Attorney General Jerry Brown.

## **7.0 PUBLIC COMMENT**

Mr. Niles DeGrate provided comments concerning a personal issue.

**8.0 AGENDA BUILDING**

No agenda building items were identified.

**9.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:45 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on February 26, 2008.

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