

**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.**

**April 22, 2008**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, April 22, 2008, at 12:00 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 Jan Pluim  
Susan Steinhauser, Esquire  
Judge Susan Bryant-Deason  
Judge Lee Edmon

**Trustees Absent:**

Judge Abraham Khan  
Judge John Wiley  
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. 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 Pluim and seconded by Trustee Edmon, the Consent Calendar was unanimously approved, 4-0.

**The Items approved on consent were:**

- 2.1 Minutes of the March 25, 2008 Regular Board Meeting
- 2.2 Minutes of the April 10, 2008 Special Board Meeting
- 2.3 Draft Financials – July, 2007 – March, 2008
- 2.4 List of Checks and Warrants

**3.0 ACTION ITEMS**

3.1 Acceptance of the 2007 Audit Report. Vasquez & Co. representatives presented the final audit report for Fiscal Year 2007. Following discussion, upon motion made by Trustee Plum and seconded by Trustee Bryant-Deason, the Board unanimously accepted the Fiscal Year 2007 Audit Report, 4-0.

**4.0 DIRECTOR'S REPORT**

The Executive Director highlighted the following items from her report:

- The CCCLL met in Sacramento on April 7 for the Spring Meeting. The Executive Director served on the Future Committee and presented a scenario in which county law libraries were reorganized into a single statewide public law library. The CCCLL requested that the Future Committee look at other options that included amending the current county law library statutes to permit shared resources and services and greater coordination and general management through the development of an administrative office within CCCLL.
- The Executive Director presented an update of AB2164 with proposed language that was accepted by the Judicial Council. The CCCLL voted to make an additional amendment request for AB2164, that would omit the phrase, “service mission and delivery models” from the list of recommendations that the proposed commission on civil court fees would make to the Judicial Council. CCCLL felt that it was not the function of the proposed Commission on Civil Filing Fees to establish either service missions or delivery models. If passed by the Assembly Judiciary Committee, the bill would go to the Appropriations Committee. CCCLL will continue to monitor its progress.
- Trustee Plum raised the topic of scanning briefs. The Executive Director stated that the LA Law Library has the largest, most extensive collection of California briefs in the state and that briefs were among the most requested materials in the library. The LA Law Library is moving forward with the development of a process for scanning the briefs. LLMC will provide equipment for the scanning process as well as the boxes and shipment of the paper copy to an off-site storage area. Once scanned, the briefs will be available on both the LA Law Library and the LLMC websites where users can navigate through them more efficiently.
- GASB 45 requires government agencies to identify actuarial liabilities and determine cost projections for funding post-retirement benefits. LA Law Library recently

contracted with Aon Consulting, a CalPERS approved actuarial firm, to provide the actuarial information necessary to comply with the GASB 45 requirements. The report from Aon Consulting will reflect the pros and cons of pre-funding as well as waiting until the 2010 deadline to comply. This report will be presented to the Board with the FY 2009 Budget.

During the Director's Report, Trustee Edmon requested clarification on Code AB 1825, the County Board of Supervisor's mandated Sexual Harassment and Cultural Diversity Prevention Program for all commissioners. It was unclear whether the Board of Trustees needed to comply with this mandate. The Executive Director was instructed by the Board to contact County Counsel and obtain more information in regards to this requirement.

## **5.0 DIRECTOR'S DISCUSSION**

The Executive Director stated that the LA Law Library serves both the legal community and the public community, but at times the needs of those two communities differ. At this meeting, the Executive Director presented a Membership Program and Remote Location Plan that would address the needs and concerns of the legal community through a series of enhancements and refinements to current service levels. The program described a wide range of targeted services, membership requirements, and a fee structure. The plan also incorporates the development of current and new branch locations as well as future partnerships with court self-help centers and public libraries throughout the county. The plan envisions full technology services in the branches and allows for diversification of the collections. The hiring of professional librarians would benefit the users at the branches as well as provide seamless participation and support in reference phone, email, and live chat services. Based on past financial difficulties, the Board suggested a modified approach to adding professional librarian staff at the branches and recommended that the Law Library begin by hiring two branch librarians.

The Board raised the issue of service to the public in light of the proposed membership plan. The Executive Director will submit a plan for service to the public after the new fiscal year. The public program may include components such as targeted collections and services and the reorganization of staff to better accommodate public users and pro pers.

President Steinhauser suggested revisiting the Membership Program and Remote Location Plan at a future meeting. Upon motion by President Steinhauser and seconded by Trustee Edmon, the Board unanimously voted, 4-0, to move ahead with the basic concept of the membership plan and to draft a budget proposal for the program. The Board further directed the Executive Director to revisit the concept of professional librarians at the branch locations and begin with a pilot program of two librarians.

**6.0 PRESIDENT'S REPORT**

President Steinhauser reported that on April 16 2008, she attended the California Library Association's Annual Day at the Capitol in Sacramento. While there, she had the opportunity to meet with various Legislators who were impressed to hear that there are public law libraries. She stated that there was a need to be more proactive about promoting public law libraries. In addition, Fannie Love, Director, Lancaster Public Library, congratulated the LA Law Library on our outstanding work we have done providing access to Lexis at their site. President Steinhauser discussed Senate Bill 1177, authored by Senator Ridley-Thomas, that addresses the distribution of civil filing fees for dispute resolution programs and requested that the Executive Director obtain information on this bill.

**7.0 PUBLIC COMMENT**

There was no public comment

**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 1:25 p.m. by President Steinhauser. The next regular meeting of the Board of Law Library Trustees will be held on May 27, 2008.

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