

**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.**

**March 30, 2009**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, March 30, 2009, 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:**

Susan Steinhauser, Esquire  
Judge Susan Bryant-Deason  
Judge Abraham Khan  
Judge John Wiley  
Judge Jan Plum

**Trustees Absent:**

Judge Lee Edmon  
Kenneth Klein, Esquire

**Staff Present:**

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

**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 Wiley and seconded by Trustee Khan, the Consent Calendar was unanimously approved, 5-0.

**The Items approved on consent were:**

- 2.1 Minutes of the February 24, 2009 Regular Board Meeting
- 2.2 List of Checks and Warrants (February, 2009)
- 2.3 Draft FY 09 Financials July – February, 2009

### **3.0 ACTION ITEM**

- 3.1 Request for distribution of funds from “Save the Pasadena Law Library, Inc”.  
“Save the Pasadena Law Library, Inc.” (SPLL) was formed to prevent closure of the courthouse library branch. Once the decision was made to move the LA Law Library collection from the Pasadena Courthouse to the Pasadena Public Library, the President of SPLL, Richard Ashbran, drafted a letter to the Board of Trustees requesting that SPLL be allowed to transfer the funds it raised to the LA Law Library for the explicit purpose of supporting the collection and services at the Pasadena Public Library.

The Executive Director recommends that the designated dollars be used toward the purchase of the following titles that are part of the PPL Law collection:

California Legal Forms, Transaction Guide.  
California Points and Authorities.

Following discussion, upon motion made by Trustee Plum and seconded by Trustee Steinhauser, the Board unanimously approved the of funds from the SPLL for the purchase of civil print materials for the PPL, 5-0.

### **4.0 CLOSED SESSION**

At 12:25 p.m. President Steinhauser announced that the Board would go into closed session for:

- 4.1 Conference with legal counsel – existing litigation. (Subdivision (a) of Section 54956.9 Government Code). 1 case. Arbitration re: Frank Rodriguez.
- 4.2 Reconvene Open Session. The Board of Trustees reconvened the Open Session at 1:10 p.m. having concluded an executive session. The Board discussed and gave direction to Legal Counsel and the Executive Director in regards to items 4.1.

### **5.0 DIRECTOR'S REPORT**

The Executive Director highlighted the following item from her report:

- Staff Update  
Celia Leon was hired on March 9, 2009 to support Jaye Nelson, Senior Director, Business Operations and CTO, by handling the day-to-day Human Resource activities. Having worked in the HR industry for over fourteen years, Celia will assist with benefits, evaluations, drafting position descriptions, recruitment and hiring and HR information systems.

## **6.0 DIRECTOR'S DISCUSSION**

Facility Considerations: Continuation of discussion on exterior building integrity: repair and maintenance of water and drainage damage to the Mildred L Lillie building.

At the February Board of Trustees meeting, the Board approved a motion authorizing the Executive Director to hire a consultant to draft the job specifications and oversee the bid process for necessary water intrusion repairs to the ML Lillie main library building. The Law Library contacted Van Dijk & Associates, Inc., Roofing and Waterproofing Consulting Services and received a proposal for the requested services.

In keeping with the Board's recommendation that it review several proposals for major expenditures, the Law Library contacted Alana Buick & Bers, Inc. (ABB), an architectural /engineering company specializing in "comprehensive building envelope investigation services," in particular, water intrusion and concrete spalling. Following general inspection of the building and the parking structure, ABB issued a proposal that included a 3-phase forensic investigation: (1) visual review and water testing; (2) destructive testing - optional, if phase 1 testing is inconclusive; and (3) report generation. Once this investigation is complete, and upon agreement of the scope of repair work required, ABB will furnish a detailed proposal for construction documents, bidding assistance and construction administration/monitoring services.

The Executive Director contacted Helen Parker, former Law Library assigned County Counsel who is currently responsible for the Counsel's office work with the Grand Avenue Project (GAP) for her assistance in analyzing the civic impact of exterior repairs and reconstruction. Several important issues were identified.

- First, as an independent public agency, we need to determine what regulations, including permitting, are applicable, city, county, or state.
- Second, the Mildred L Lillie building, while not designated an historic building itself, is within the historic district associated with the development of the Civic Center master plan.
- Third, while we are not a county facility, we are a public building. Therefore, there may be state regulations for public buildings such as prevailing wages, CEQA, insurances and capitol improvements, that might apply.

Jaye Nelson and Richard Ortega contacted Katie Bowser, County Counsel and will work through Katie to identify the appropriate legal expertise within the County Counsel's office to help us resolve these issues.

The Board requested that the Executive Director keep them up to date during this process.

**7.0 PUBLIC COMMENT**

A member of the public addressed some security issues he observed within the Library.

**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 April 28, 2009.

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