

**MINUTES OF THE SPECIAL 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 15, 2009

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 15, 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 Ann Jones
Judge Abraham Khan
Kenneth Klein, Esquire
Judge Jan Plum
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 12:18 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 Khan and seconded by Trustee Klein, the Consent Calendar was unanimously approved, 5-0.

The Items approved on consent were:

- 2.1 Minutes of the October 28, 2009 Special Board Meeting
- 2.2 List of Checks and Warrants: October - November, 2009
- 2.3 Draft FY 10 Financials, July – November, 2009

3.0 ACTION ITEMS

- 3.1 Amendment of Rules of Conduct for electronic devices. Following discussion, upon motion made by Trustee Plum and seconded by Trustee Klein, the board unanimously approved the addition of the following language to the Rules of Conduct: “Personal electronic devices including but not limited to copiers, scanners, cameras, audio and/or video recorders and VOIP telephones may not be used without prior authorization.”, 5-0.
- 3.2 Approval of Regular Board meeting dates, 2010. The Executive Director presented the 2010 Regular Board Meeting Schedule. The Regular Meetings are scheduled for the fourth Tuesday of each month with the exception of November and December, when they will be held the third Tuesday. The Board agreed to the schedule as presented.

4.0 EXECUTIVE DIRECTOR’S REPORT

The Executive Director reported the following:

- Corporate Contractors have completed the Reference Desk and are well into the final phase of the Interior Construction Project. Reference staff and Circulation staff are working from the new reference desk while the circ desk area is under construction. The additional Foreign & International Law offices are also under construction. This final phase should be under construction before the end of the year.
- Robert (Bob) Rich retired from the LA Law Library on November 27, 2009 following 10 years of service as a reference librarian. Because he holds both a PhD and an MA in History from UCLA as well as his MLS, Bob was often the “go-to” Librarian for historical information. With Ralph Stahlberg, Bob put together outstanding exhibits for each of the recipients of the Friends of the Los Angeles County Law Library annual Beacon of Justice Award. In addition, he provided much of the historical context work surrounding the 50-year dedication of the Mildred L Lillie main library building. In addition to his assistance as one of the reference team, his extensive historical knowledge of the LA Law Library will be missed.
- Ralph Stahlberg, Senior Librarian, Reference and Research Services, presented a tour of the Law Library to a senior class from the Culinary Institute on December 12.

- The Executive Director has been serving on the Self Represented Litigants Network (SRLN) Information and Outreach Committee. Under the auspices of the National Center for State Courts, and in cooperation with the Legal Services Corporation, that committee has received funding from the Bill & Melinda Gates Foundation to hold a conference entitled, “Public Libraries and Access to Justice.” The 2-day conference will address how public libraries can improve the public’s access to the Courts through online legal information and self-help websites. The Executive Director will serve as a faculty member for the Conference. She also put together a California team that includes: Catherine Erlanger, Senior Director, Library Operations, LA Law Library; Susan Broman, Library Administrator, Adult Services, County of Los Angeles Public Library; and Deirdre Benedict, Court Services Analyst, Executive Office Programs Divisions, Judicial Council of California - Administrative Office of the Courts. The goal of the Conference is for each team to develop a model program that can be used throughout the state to train public librarians to respond to user needs for information that will help them navigate through the court system and legal processes. In addition, the LA Law Library was asked to create a video of scenarios of public / reference interactions that will be distributed at the conference and serve as a teaching tool.

5.0 EXECUTIVE DIRECTOR’S DISCUSSION

Main Library Building Exterior Repairs / Improvements.

Peterson Lambert, Allana + Buick + Bers, addressed the water intrusion damage that needs correcting:

- The Roof is at the end of its useful life cycle and will need replacement and the expansion joints are past their lifeline and are in need of repair / replacement.
- The North, South and West sides of the original building have water damage in the lower level walls and water leakage is occurring in the control joints in walls. There are exterior cracks in throughout the building that need to be sealed.
- The rebar in the roof of the original building needs repair as concrete spalls are occurring throughout the roofline.
- The Executive office windows have leaks that need to be resealed.

Rick Mayer and Greg Maher, Troller Mayer Associates, addressed the reconstruction of the First Street side of the building. They also discussed the construction of a temporary library entrance on the Broadway side of the building that will be used during the construction process.

The reconstructed front of the building will provide a safe environment with good sightlines, significant upgraded lighting, better signage and branding, an open staircase, a 12’ wide walkway from Hill Street to the front door of the Law Library that meets all ADA requirements. The reconstruction will include low maintenance, sustainable landscaping and hardscape that includes anti-graffiti coating and skate boarding devices to prevent destruction.

Peterson Lambert addressed various bid scenarios ranging from a private selected bidding process to an open public bidding process. Following discussion, the Board of Trustees requested that bidding process discussion continue at the January Board meeting. It was also recommended that both ABB and County Counsel be available to respond to bid-process questions that may arise.

6.0 PUBLIC COMMENT

There was no public comment.

7.0 AGENDA BUILDING

No agenda building items were identified.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:32 p.m. by President Steinhauser. The next Regular meeting of the Board of Law Library Trustees will be held on Tuesday, January 26, 2010.

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