

**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.**

**July 20, 2010**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 20, 2010 at 12:30 p.m., at 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 Ann Jones  
Kenneth Klein, Esquire  
Judge Jan Plum  
Judge John Wiley

**Trustees Absent:**

Judge Abe Khan

**Staff Present:**

Marcia J. Koslov, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:25 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes. There were no requests from the public for comment.

President Steinhauser requested the addition of an agenda item to approve a contract over the \$100,000 limit that the Executive Director has authority to sign. Upon motion by Trustee Bryant-Deason and seconded by Trustee Klein, the Board unanimously approved the addition of a new agenda item, Contract Authorization for the Executive Director, 6-0.

**2.0 CONSENT CALENDAR.**

President Steinhauser requested removal of Consent Calendar Item 2.2. Upon a motion to adopt the Consent Calendar without Item 2.2 made by Trustee Jones and seconded by Trustee Klein, the Consent Calendar was unanimously approved, 6-0.

## 2.5 **ACTION ITEM**

**Contract Authorization for Executive Director.** The Executive Director presented the need for a new contract with Library Associates, Incorporated (LAC) for services to Verify and Confirm Holdings information resulting in updating the Voyager Integrated Library System records and affixing spine labels with the Library of Congress call number to the books, microfilm boxes and other media. The project anticipates the labeling of approximately 800,000 items with an estimated cost of \$365,150. Following discussion, Trustee Jones made a motion to authorize the Executive Director to enter into a contract with LAC for the above mentioned purposes up to the \$350,000 authorized in the FY11 budget. The motion also requires the Executive Director to provide a quarterly progress report to the Board. Trustee Wiley seconded the motion which passed unanimously, 6-0.

## 3.0 **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reported the following:

- The Executive Director introduced Eustorgio Barajas, the new Executive Assistant. She also introduced Trezlen Drake, from the University of Washington, Information School Law MLIS program. Each student is required to participate in directed fieldwork in order to complete their degree. Because her interest is in the foreign / international law area, Trezlen's internship is directed by Paula Hoffman, Foreign/International Law Librarian.
- The Law Library is participating in the SCALL Summer Internship program by hosting two high school students; one was working in CMS; the second is working on the scanning project.
- A number of staff were able to attend the American Association of Law Libraries Annual Meeting in Denver, July 10-13, 2010. Those attending participated in workshops and programs directed at all areas of the law library and visited an extensive exhibit hall. The Executive Director participated in a panel on "Partnering with Public Libraries."
- The Executive Director met with Laura Stalker, Avery Associate Director of the Huntington Library to discuss appraisal of the Law Library's rare book collection and preservation of our older materials.
- The Executive Director participated in a California State Library Summit entitled, "Creating Your Future." Under the direction of the new State Librarian, Stacey Aldrich, the summit resulted in the development of a mission statement, a vision statement and a three year strategic plan for the State Library.
- As a member of the CCCLL Strategic Planning Committee, the Executive Director met with other committee members and law librarians from five additional counties to discuss alternatives to the structure and funding of county law libraries.
- The Law Library has developed a full series of workshops and training classes directed at both the legal community (MCLE classes) and the public community.

The classes are regularly scheduled between June, 2010 and January, 2011. The Law Library anticipates continuing the classes into the future.

- The Executive Director distributed quarterly statistics that continue those distributed at the end of 2009. The Board requested statistics on branch and partnership locations as well as on in-person use of the main library.

#### **4.0 EXECUTIVE DIRECTOR'S DISCUSSION**

**ML Lillie Main Library Building, Building Envelope/Exterior Restoration.** Based on previous presentations, the Board of Trustees raised the following questions: (1) Why did the engineers propose the parapet and roof design identified in the bid proposal? (2) Why is there a need to redesign the front staircase and ramp, rather than repair them? (3) Why was the exterior below grade waterproofing process selected as opposed to an interior waterproofing process? Is there another way to replace the soil that's been disturbed? (4) Can the cost of the individual components be identified? Why is the cost of the exterior restoration as high as it is? (5) Should the Board seek an additional opinion on the damage and repair?

Following discussion, the Board agreed to seek an additional opinion on the extent of the damage and the scope of the needed repairs. President Steinhauser appointed a Committee of three Board members, Trustee Bryant-Deason, Trustee Jones, and Trustee Plum to work with the Executive Director, Jaye Nelson, and Richard Ortega to interview potential construction management consultants.

*Trustee Wiley left the meeting at 1:15p.m.*

#### **5.0 PUBLIC COMMENT**

There was no public comment.

#### **6.0 AGENDA BUILDING**

There were no items for agenda building

#### **7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:30 p.m.

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