

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

June 28, 2011

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 28, 2011 at 4:30 p.m., at the Los Angeles County Law Library Mildred L Lillie main library building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Susan Steinhauser, Esquire
Judge Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Judge Luis Lavin
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

President Steinhauser determined a quorum to be present, convened the meeting at 4:35 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

It was observed at the start of the Meeting that no requests for Public Comment had been submitted, and that there would be no Public Comment.

Per the Presidents prerogative, a late request submitted by Mr. Tut Hayes was accepted. During the five (5) minutes allocated, Mr. Tut Hayes commented on item numbers 1.0, 4.2, and the distribution of Board Materials.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 CONSENT CALENDAR

President Steinhauser requested that Consent Calendar, item 3.1 be held for a separate vote.

Following discussion, the Board directed the Executive Director, Marcia Koslov, to consult with legal counsel regarding item number 3.3 (Draft Financials: FY11, July-May 2011) to determine if draft financials should be presented to the Board as part of a consent calendar package.

Upon motion by Trustee Lavin and seconded by Trustee Klein, item numbers 3.2 and 3.4 of the Consent Calendar were unanimously approved, 7-0.

Following discussion, upon motion by Trustee Pluim and seconded by Trustee Lavin, Consent Calendar, item 3.1, Minutes of the May 24, 2011 Regular Board Meeting, were approved, 5-0. President Steinhauser and Trustee Goetz abstained, as they were not present at the meeting.

4.0 ACTION ITEMS

4.1 Amendment of Borrower Rules to reflect adjusted Borrower Categories and Fees.

Following discussion, President Steinhauser requested a motion that per the Grant v. Board of Trustees of the Los Angeles County Law Library, LASC Case # BC 452165, settlement no borrower fee will be charged during Fiscal Year 2012, July 1, 2011 – June 30, 2012. Upon motion by Trustee Jones, and seconded by Trustee Pluim, the motion was unanimously approved, 7-0.

The remainder of Action Item 4.1 was tabled. The Board requested that the Executive Director further clarify the borrower categories and their definitions, the borrower security deposit and the number of items that are allowed to circulate within each borrower category.

At this time, President Steinhauser permitted a late request for Public Comment.

4.2 Amendment of Rules of Conduct to include prohibition against chewing gum in the library.

The Rules of Conduct, Section entitled “Personal Conduct in the Law Library,” includes the following language, “Beverages in covered, spill-proof containers are allowed. Food is not permitted.”

Following discussion, upon motion by Trustee Plum ,and seconded by Trustee Jones, the Rules of Conduct, Section entitled, “Personal Conduct in the Law Library,” were amended to state: “Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.” The motion was unanimously approved, 7-0.

5.0 EXECUTIVE DIRECTOR’S DISCUSSION AND ACTION ITEM

FY2012 Budget, including presentation of 3-year (FY2012-2014) Executive Team Strategic Focus. Recommendation: Approve the FY2012 Budget as presented.

The Executive Director presented to the Board a 3-year (FY2012-2014) Executive Team Strategic Focus. Six (6) goals were identified, priority order.

- 1) To develop and implement the technology to support our internal / external needs.
- 2) To create a tranquil atmosphere that encourages and promotes trust, cooperation and mutual support.
- 3) To build and maintain mutually beneficial relationships within the community.
- 4) To identify and sustain funding sources.
- 5) To explore and define the standard for delivery of information of the future.
- 6) To explore and optimize our place in the evolving development of Los Angeles (Civic Center Development)

With those goals as a framework, the Executive Director presented the FY2012 Budget. Income: Library income is identified from four sources: Filing Fees, Interest, Parking Garage Fees, and Miscellaneous Income. The main source of funding continues to be filing fees, which accounts for nearly 87% of the Law Library’s revenue. In calendar year 2011, filing fee revenues dropped 7%. In anticipation of filing fees continuing at the lower level, the Executive Director reduced revenue projections to the FY07-08 budget level.

Interest revenues from the County and LAIF were also anticipated to be slightly lower than the current year. The Board advised the Executive Director to move \$5 million in funds from LAIF to the County to enable the money to earn better interest. Parking fees were anticipated at the same rate as the current year. The Executive Director identified the various Library Services categories including members fees, course registration, Friends funds, etc.

Expenses: Personnel expenses account for approximately 45% of the budget. In addition to salaries and benefits, the personnel line also includes funds for a two-year projects to bring the reclassification relabeling project in-house. Library Materials account for 38% of the Library expenses and include print, media and online services. Building Occupancy and Supplies and Services together are 14.5% of the expenses. Building Occupancy includes building maintenance, building services, electric & water, custodial services and security services. Supplies and Services cover all categories such as computer licensing, copy center, continuing education, memberships, office and library supplies, outreach and marketing, staff meetings and reimbursed expenses and telecommunications. A final category of Professional Services includes expenses for accounting services, legal services, payroll and HR Services, recruitment and temporary services.

Capitalized Expenditures are budget but depreciated over the estimated life of the service or equipment. The Law Library is budgeting for \$179,000 in electronics /computer hardware and \$185,000 for computer software. As each of those have an estimated service life of 4 years, expenses are recognized as \$44,750 and \$46,250 respectively. The Capitalized Expenditures also includes the previously approved \$5.1 million for the Building envelope Repairs and Exterior Restoration project. With an anticipated service life of 15 years, following completion of this project, each fiscal year recognizes an expense of \$340,000.

Upon motion by Judge Jones and seconded by Judge Juhas, the Board approved the budget for FY 2011-2012. The motion was unanimously approved, 7-0.

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 6:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 26, 2011.

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