

**MINUTES OF THE REGULAR 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.**

October 25, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 25, 2011 at 12:00 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 Luis Lavin
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Helen Chu and Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC.
Jim Simmonds, Arroyo Insurance Services

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.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Lee Paradise commented on the management of the LA Law Library.

2.0 PRESIDENT'S REPORT

President Steinhauser announced her attendance and outreach efforts at the Woman Lawyers Association of Los Angeles (WLALA) installation. She also recognized Robert Wright's retirement and thanked him for the 18 years of service at the Law Library. President Steinhauser announced that she had asked Trustee Juhas to lead a strategic planning process during the coming year.

Per the Presidents prerogative, Agenda Item 8, Action Item 4 was taken up at this time. All Agenda Items thereafter were taken up in the order presented.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the September 27, 2011, Special Board Meeting
- 3.2 Minutes of the August 23, 2011, Regular Board Meeting

President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion by Trustee Lavin, and seconded by Trustee Jones, the Consent Calendar was unanimously approved, 7-0.

4.0 ACTION ITEM 1

Review and Approval of the Monthly Financial Report and Monthly List of Checks & Warrants as part of the Monthly Executive Director's Report.

The Board of Trustees requested that the monthly Financials and the monthly List of Checks and Warrants be moved from the Consent Calendar to the Executive Director Report. The Executive Director and Sandra Levin, Legal Counsel, recommend that the Board confirm their request to receive, rather than approve, the financial reports with the following motion.

MOTION:

Whereas the Executive Director, as identified in her position description, is responsible for the preparation of the annual budget; and

Whereas, the Executive Director provides oversight and implementation of the approved budget; and

Whereas, the Executive Director monitors expenditures; and

Whereas, the Executive Director reviews and approves payments;

Now, therefore, the Board of Trustees hereby approves and authorizes the Executive Director to:

Continue to monitor expenditures and review and approve payments consistent with the approved budget;

Remove the monthly Financial Report and monthly List of Checks and Warrants from the Consent Calendar; and

Append the monthly Financial Report and monthly List of Checks and Warrants to the monthly Executive Director Report for inspection and review by the Board of Trustees.

There being no further discussion, Trustee Lavin moved and Trustee Goetz seconded, to approve the motion as stated. The motion was unanimously approved, 7-0.

5.0 ACTION ITEM 2

Review and Approval of 2011 Fiscal Year Financial Audit.

Michael DeCastro, Principal, and Helen Chu, CPA, Thomson, Cobb, Bazilio & Associates, PC presented the draft “Financial Statements and Independent Auditor’s Report for the year ended June 30, 2011.” Mr. DeCastro identified the sections of the Audit Report and stated that the LA Law Library had received an unqualified opinion. He further stated that the mandatory Government compliance section of the Audit found no significant deficiencies or material weaknesses in internal controls and no instances of non-compliance. In response to Trustee Lavin’s request for additional information about TCBA’s review of internal controls, Mr. DeCastro explained that a separate engagement might be beneficial to provide a high level of assurance that internal controls are operating as intended. Trustee Jones requested clarification on the identification of costs for rare book titles.

Following discussion, upon motion made by Trustee Klein and seconded by Trustee Pluim, the LA Law Library 2011 Fiscal Year Financial Statement and Audit was accepted, 7-0, as presented with the Final Report to be distributed for acceptance at the next Board of Trustees meeting.

6.0 ACTION ITEM 3

Review and Approval of Insurance Coverage, 2011 - 2012.

Jim Simmonds presented the November, 2011 – November, 2012 proposal for scheduled insurance coverage for the LA Law Library. Accompanying Mr. Simmonds, were Kim Randall and Eric Delima, Worldwide Facilities, a wholesale brokerage that Arroyo Insurance uses to access the earthquake insurance markets.

Trustees Pluim and Jones requested clarification on the process used by Arroyo Insurance to obtain quotes for the various insurance lines, in particular the release of both current coverage requirements and current pricing for that coverage. Mr. Simmonds discussed the process that Arroyo uses to obtain the quotes. Ms. Randall also discussed the quote process for the earthquake insurance. Arroyo was asked to consider the development of a more competitive bid process. President Steinhauser suggested that the current insurance be extended for a sufficient period of time that would enable Arroyo to return to the marketplace for additional bids. Mr. Simmonds agreed to provide the Board with additional information and bids at the February, 2012 Board meeting. He stated that bid proposals are generally good for a 30 to 60 day period.

At this point, 1:10 p.m., Trustee Pluim left the meeting.

Board members also requested that the Executive Director consider bringing the Insurance proposal to a meeting separate from the Audit Report. It was suggested that the Insurance proposal be brought to the Board at their February meeting, so that all

insurance quotes, including the April renewal for the Director's and Officer's insurance quotes could be provided at a single meeting.

Trustee Goetz moved, and Trustee Jones seconded, that the Board approve the current Arroyo Insurance proposal for annual Earthquake Insurance with a 6-month extension to end April, 2013. The motion was unanimously approved, 6-0

Trustee Goetz moved, and Trustee Jones seconded, that the Board approve the current Arroyo Insurance proposal for CNA insurance coverage, that the LA Law Library pay the premiums on a quarterly basis, and the insurance coverage (except for the Earthquake coverage) be put to a competitive bid process that satisfies the Boards concern about fiduciary review of multiple bids and is good for not less than 60 days to be effective on April, 2012, conterminous with the Directors and Officers Liability Insurance. The motion was unanimously approved, 6-0.

7.0 EXECUTIVE DIRECTOR REPORT

President Steinhauser noted that this Executive Director Report included the monthly financials and the list of Checks and Warrants. She also noted that the quarterly statistics were part of the Report.

Trustee Jones requested that the Executive Director provide a Construction Report update. The Executive Director reported that the contracts with CLEO Construction Management, Troller Mayer & Associates and Alana, Buick & Bers had been reviewed by legal counsel and signed on October 24, 2011. In terms of work accomplished, the Executive Director reported on the progress on the Upper Roof and the Mid-Level (mechanical housing) Roof. She stated that the Hazardous Materials firm, Arcadis had been working as needed to monitor the removal of both asbestos and lead paint from the roof and exterior walls. All trees and shrubs have been removed and fencing now surrounds the Law Library. On Wednesday, October 19, 2011, the library was closed for an all-staff meeting and during that time, the front door was closed and covered by the screening. The temporary entrance, including new signage and striped walk-way, was ready for opening on October 20, 2011. Additional security has been hired to assist users entering and exiting the library from the temporary Broadway Street entrance.

One unforeseen problem unfolded. During the attempt to construct a temporary entrance that we hoped could be a permanent walkway, an 18" clay sewer pipe was uncovered. This pipe was not on the city planning documents. Although several proposals for alternative construction have been considered, the footings are unable to be poured where designed. Rather than continue to wait for alternate solutions, the Law Library decided to erect a temporary ramp walkway. If it is determined that a permanent solution is neither physically or economically feasible, the library may decide to eliminate that feature.

The Executive Director congratulated Robert Wright on his retirement after 18 years of service. The Executive Director also announced that Michele Lucero, Director, Communications would be leaving the Law Library to pursue her PhD and to return to the commercial sector.

Trustee Lavin left the meeting at 1:20 p.m.

8.0 ACTION ITEM 4

Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors.

The Friends Board of Directors is seeking approval by the Board of Trustees for Richard J Burdge, Jr. to be appointed as a new member of the Friends Board of Directors for the two year term, November 1, 2011 to October 30, 2013. For the past two years, Dick has participated in the Friends Board as the liaison with the Los Angeles County Bar Association.

Trustee Jones moved, and Trustee Lavin seconded, the appointment of Richard J Burdge, Jr to a two-year term on the Board of Directors of the Friends of the Los Angeles County Law Library. The motion was unanimously approved, 7-0.

9.0 AGENDA BUILDING

The Board requested that the Executive Director work with Tompson, Cobb, Bazilio & Associates to develop a proposal for a review of the effectiveness of the internal controls used by the LA Law Library.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:25 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, November 15, 2011.

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