

**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.**

March 21, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, March 21, 2013 at 12:15 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: Judge Michelle Williams Court
Judge Lee Smalley Edmon
Judge Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Susan Steinhauser

Trustees Absent:

Staff Present: Sandra J. Levin, Executive Director
Jaye Nelson, Senior Director, Information Services
Patrick O’Leary, Senior Director, Administrative Services
Malinda Muller, Interim Senior Director, Library Services

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Siegler commented on the handicap access to the entrance of the Main Library.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the handicap access to the Main Library’s entrance in addition to the objection of any Branch location closures.

During the three (3) minutes allocated, Mr. Stanley “all-in” commented on the usefulness of the Law Library and its resources. In addition, Mr. Stanley objected to any closures.

2.0 PRESIDENT'S REPORT

President Steinhauser thanked Trustee Jones (Vice-President) for chairing the February 14, 2013, Meeting. The President also announced the 10th Annual Friends Gala, honoring Judge Lee Smalley Edmon and Richard Burdge, being held on April 3, 2013.

3.0 CONSENT CALENDAR

- 3.1 Approve the Minutes of the February 14, 2013, Regular Board Meeting.
- 3.2 Receive and file the February 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Receive and file the Branch Location Conversion Update.
- 3.4 Approval of appointments of Ellen A. Pansky and Jennifer Hasbrouck to the Board of Directors of the Friends of the Los Angeles County Law Library and thank them in advance for their service.
- 3.5 Workers Compensation Insurance: approve the renewal of the Law Library's insurance policy with the State Fund at no change in premium expense with the understanding that staff and the Library's insurance broker will take the steps as described to reduce preventable injuries, manage outstanding claims and seek competitive bids for the following policy year;

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Jones and seconded by Trustee Juhas, the Consent Calendar was unanimously approved, 7-0.

4.0 DISCUSSION AND ACTION ITEMS

- 4.1 Approval of Employee Handbook and Personnel Policies Manual. Senior Director, Administrative Services, Patrick O'Leary.

At the Board's February 14, 2013 meeting, staff presented for the Board's advance review an Employee Handbook and Personnel Policies Manual. Staff presented a summary of changes for discussion and approval or requested direction as to any changes.

Following discussion, President Steinhauser requested a motion to approve staff's recommendation to approve the Employee Handbook and Personnel Policies Manual. So moved by Trustee Jones, seconded by Trustee Klein, the motion was unanimously approved, 7-0.

- 4.2 Approval of Vision and Mission Statements as Recommended by the Strategic Planning Committee. Executive Director, Sandra Levin.

The Strategic Planning Committee – with Staff’s enthusiastic support – recommended approval of the following Vision and Mission Statements:

Vision: The LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.

Mission: The LA Law Library proactively supports people’s needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.

Following discussion, President Steinhauser requested a motion to approve staff’s recommended Vision and Mission statement. So moved by Trustee Edmon, seconded by Trustee Jones, was unanimously approved, 7-0.

At 12:45p.m., President Steinhauser announced that the Board would close Open Session and commence Closed Session, Agenda Item 5, requesting all staff and members of the public exit, with the exception of Sandra Levin, Executive Director. Levin requested that Patrick K. O’Leary, Senior Director for Administrative Services, join Closed Session.

5.0 CLOSED SESSION

5.1 Existing Litigation/Claim (G.C. 54956.9(a)), SEIU Local 721 v. Los Angeles County Law Library, PERB Case No. LA-CE-816-M

5.2 Liability / Administrative Claim (G.C. 54956.95), Claimant: Frank Rodriguez, Claim against: Los Angeles County Law Library (dated 2/13/2013)

The Board reconvened Open Session at 1:23 p.m. President Steinhauser announced that Executive Director, Sandra Levin, would report out on any action taken during closed session. Levin announced in re Agenda Item 5.2, the Board moved to reject the Liability / Administrative Claim by a unanimous vote, 7-0.

Trustee Edmon left the meeting at 1:23 p.m.

6.0 AGENDA BUILDING


There were no items for Agenda Building.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director encouraged everyone to complete the Strategic Planning Survey and to feel free and share it with friends and colleagues to reach as broad an audience as possible. The survey is located online at www.lalawlibrary.org.

8.0 **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 Thursday, April 23, 2013.


Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees