

**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.**

**July 23, 2013**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 23, 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:**

Susan Steinhauser  
Judge Michelle Williams Court  
Judge Lee Smalley Edmon  
Judge Reva Goetz  
Kenneth Klein, Esquire

**Trustees Absent:**

Judge Ann Jones  
Judge Mark Juhas

**Staff Present:**

Sandra J. Levin, Executive Director  
Jaye Nelson, Senior Director, Information Services  
Patrick O'Leary, Senior Director, Administrative Services

**Also Present:**

In the absence of President Steinhauser and Vice President Jones, Trustee Klein determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise commented on the building envelope repair & exterior restoration project, objected to any layoffs and noted his intent of suing the Law Library for \$40.6M.

*President Steinhauser joined the meeting at 12:22 p.m.*

## **2.0 PRESIDENT'S REPORT**

There was no President's Report.

## **3.0 CONSENT CALENDAR**

- 3.1 Minutes of the July 1, 2013, Special Board Meeting.
- 3.2 June 2013 Financial Statements and List of Checks and Warrants.  
Staff recommended that the Board review, receive and file the Financial Statements and List of Checks and Warrants.
- 3.3 2013 Quarterly Statistics, April – June.
- 3.4 Parking Lot Management RFP Update.  
No action is required by the Board at this time.
- 3.5 Approval of Revocable, Non-Exclusive License For Use Of Courthouse Space For eBranch Locations.  
Staff recommended that the Board authorize the Executive Director to execute the license agreement for the Norwalk eBranch and such similar license agreements for the Law Library's other courthouse branch locations, including Pomona, Santa Monica and Long Beach, as may be arranged in the future.

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Goetz and seconded by Trustee Court, the Consent Calendar was unanimously approved, 5-0.

## **4.0 DISCUSSION ITEMS**

- 4.1 Approval of Terms for Auction of Rare Books and Authorization to Execute Consignment Agreement.

ED Levin highlighted major points of the contract negotiations including the commission reduction to 7.5% from 10% as well as an item by item list that was created by staff. The list comprised of 4.6k titles, exceeding 4.6k volumes, reflects each item that will be shipped to Bonhams for sale in either London or Oxford. In addition to volumes being shipped, the list also notes which volumes the Library will keep in-house for historical and display purposes. One additional highlight, Bonhams moved the auction to the winter/spring of 2014 (February/April) because they felt it would conflict with another auction occurring in the fall of 2013.

Staff recommended that the Board approve the terms of the Consignment Agreement with Bonhams and authorize the Executive Director to execute a consignment agreement in the form presented.

President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Klein and seconded by Trustee Edmon. The motion was unanimously approved, 5-0.

- 4.2 **Approval of LA Law Library Strategic Plan**  
ED Levin presented the Board with the completed strategic plan. The document included descriptions, milestones, target dates and estimated completion dates. ED Levin mentioned that a quarterly report would come back to the Board as an update in the future. Between 500 and 600 participants partook in the LA Law Library Strategic Planning Survey used to drive the strategic plan.

Staff recommended the Board discuss the Strategic Plan, propose amendments as desired and approve the Strategic Plan with any identified changes.

President Steinhauser requested a motion to approve the LA Law Library Strategic Plan as presented. So moved by Trustee Goetz and Seconded by Trustee Klein. The motion was unanimously approved, 5-0

**5.0 EXECUTIVE DIRECTOR REPORT**

ED Levin thanked all staff for the hard work put forth on the strategic plan and gave a brief overview of the AALL annual meeting and conference.

**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 12:46 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, August 27, 2013.

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