

**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.**

November 19, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, November 19, 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
Susan Steinhauser

Trustees Absent:

Judge Mark Juhas
Kenneth Klein, Esquire

Senior Staff Present:

Sandra J. Levin, Executive Director
Patrick O'Leary, Senior Director, Administrative Services
Jaye Steinbrick, Senior Director, Information Services
Malinda Muller, Director, Programs & Partnerships
Linda Heichman Taylor, Senior Librarian, Programs & Partnerships
Janine Liebert, Librarian, Self-Help Services

Also Present:

President Steinhauser 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 Law Library's management team, both past and present. Paradise also made comment to the Library's Building Envelope and Rehabilitation Project, its partnership locations, the Elevator Upgrade and noted his current tort claim against the Law Library and \$40M lawsuit.

2.0 PRESIDENT'S REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the October 22, 2013, Regular Board Meeting.
- 3.2 September 2013 Financials & October 2013 List of Checks and Warrants.
- 3.3 2014 Board Meeting Dates and Schedule.
- 3.4 Approval of Financial Policies and Procedures.

President Steinhauser requested to remove Agenda Item 3.3, 2014 Board Meeting Dates and Schedule, of the Consent Calendar for discussion. Following the removal, President Steinhauser requested a motion to approve the remaining items on the Consent Calendar. So moved by Trustee Edmon and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 5-0.

- 3.3 2014 Board Meeting Dates and Schedule.

Staff recommended the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board would meet on the third Tuesday so as to avoid conflicts with holiday and vacation schedules.

President Steinhauser brought to the Board's attention potential meeting conflicts in February, July, August, and November. Following discussion, the meeting dates remained as recommended by Staff.

President Steinhauser requested a motion to adopt Agenda Item 3.3, so moved by Trustee Jones and seconded by Trustee Edmon, the motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1. Approval of Bid Package for Elevator Hardware & Control Systems Upgrade.

Staff recommends that the Board:

- 1) Designate Jaye Steinbrick as the Owner's Representative for this project;
- 2) Approve hiring a consultant to assist in review of the bid specifications and proposals (not to exceed \$5,000); and
- 3) Approve release of the bid package in substantially the form presented with complete technical specifications added.

ED Levin brought to Board's attention an updated attachment that was made available to both the Board and Public. The update was distributed.

Following discussion, President Steinhauser requested a motion to (1) Designate Jaye Steinbrick as the Owner's Representative for this project; (2) Approve hiring a consultant to assist in review of the bid specifications and proposals (not to exceed \$5,000); and (3) Approve release of the bid package in substantially the form presented with complete technical specifications added. So moved by Trustee Goetz and seconded by Trustee Jones, the motion was unanimously approved, 5-0.

4.2. Joint Powers Authority (JPA) Options re CCCLL.

Staff recommended the Board discuss the LA Law Library's participation in the development of a Joint Powers Authority (JPA) or other collaborative efforts by members of the CCCLL. Following discussion, direction was provided to continue to explore options, but there was no formal action taken.

4.3. Pro Bono Week After-Report.

At this time Malinda Muller and Janine Liebert joined the table.

ED Levin presented the Board with an overview of the Pro Bono Week events and Malinda Muller and Janine Liebert added their takeaways and stakeholder relationships that resulted from the week long events. Special thanks were also given to Leigh Garcia, Communications Coordinator; Jaye Steinbrick, Senior Director for Information Services; and Adam Rosenblum, Web, Print/Interactive Media Designer. There was no action taken.

4.4. Branch & Remote Location Operations Report.

At this time Linda Heichman Taylor joined the table.

ED Levin briefed the Board on updates occurring with Branch, eBranch and partnership locations. Linda Heichman Taylor added additional comments on the roving librarian concept, training programs, digital services and extended reference services that are being introduced to the Branch, eBranch and Partnership locations. There was no action.

5.0 EXECUTIVE DIRECTOR REPORT

ED Levin reported to the Board that Senior Jaye Nelson had changed his last name to Steinbrick; Jaye Steinbrick. She also announced to the Board the death of employee Rita Iboa Torres and asked that the Board adjourn in her memory. Rita was a talented and beloved employee for 19 years.

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 at 1:21 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 17, 2013.


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