

**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.**

**January 28, 2014**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 28, 2014 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 Lee Smalley Edmon  
Judge Reva Goetz  
Judge Ann Jones  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Susan Steinhauser

**Trustees Absent:**

Judge Michelle Williams Court

**Senior Staff Present:**

Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director, Information Services

**Also Present:**

Marcelino Juarez, Finance Manager  
Linda Heichman-Taylor, Programs & Partnerships

President Steinhauser determined a quorum to be present, convened the meeting at 12:16 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, both past and present. Paradise also commented on his complaint to the Grand Jury regarding the Law Library and noted he would attempt to place an article in

the LA Times. Paradise also commented on the Building Envelope & Rehabilitation Project in regard to permits.

## **2.0 PRESIDENT'S REPORT**

President Steinhauser announced the Annual Gala being held on April 2, 2014, honoring Justice Walter Croskey.

## **3.0 CONSENT CALENDAR**

3.1 November 2013 Financials & December 2013 List of Checks and Warrants.

~~3.2 2013 Annual Law Library Statistics.~~

3.3 Minutes of the December 17, 2013, Regular Board Meeting.

3.4 Quarterly Strategic Planning Update.

3.5 Update of Law Library Position Descriptions

Staff recommends the Board approve the recommended Job Descriptions

At the request of President Steinhauser, Consent Item 3.2, 2013 Annual Law Library Statistics, was pulled for additional discussion.

President Steinhauser requested a motion to approve the Consent Calendar with the exception of Item 3.2. So moved by Trustee Jones and seconded by Trustee Edmon, the Consent Calendar was unanimously approved, 6-0.

3.2 2013 Annual Law Library Statistics.

ED Levin presented to the Board a detailed overview of the annual statistics, not only highlighting what information was tracked but also how the information is tracked and how it will be tracked going forward.

Upon a request for a motion to receive and file the 2013 Annual Statistics, so moved by Trustee Jones, seconded by Trustee Goetz, the motion was unanimously approved, 6-0.

## **4.0 DISCUSSION ITEMS**

4.1 Approval of OPEB Prepayment as Recommended by Board Subcommittee.

Staff recommended the Board approve the Law Library's participation in the CalPERS CERBT to prefund retiree health insurance expense with a lump sum contribution of \$2 million and delegate authority to the Executive Director to complete all necessary forms and execute all necessary agreements.

Following a brief overview by ED Levin, President Steinhauser requested a motion to approve the staff recommendation to approve the Law Library's participation in the CalPERS CERBT to prefund retiree health insurance expense with a lump sum contribution of \$2 million and delegate authority to the Executive Director to complete all necessary forms and execute all necessary agreements. So moved by Trustee Goetz and seconded by Trustee Klein, the motion was unanimously approved, 6-0.

#### 4.2 FY14 Mid-Year Budget Review and Forecast.

Staff recommended options one and two of four presented in the staff report:

1. Take no action to cut expenses or levels of service at this time and plan to fund the anticipated deficit for the current fiscal year with reserves;
2. Appoint a subcommittee to discuss options and provide recommendations for Fiscal Year 2014-15.

Following a brief overview and discussion, President Steinhauser requested a motion to (1) take no formal action to cut expenses or levels of service at this time and plan to fund the anticipated deficit for the current fiscal year with reserves; (2) appoint a subcommittee to discuss options and provide recommendations for Fiscal Year 2014-15. So moved by Trustee Goetz and seconded by Trustee Klein, the motion was unanimously approved, 6-0.

Trustee Edmon, Goetz and Juhas volunteered to serve as members of the FY 2014-15 Budget Subcommittee and the Board unanimously approved their appointment. The committee will make their recommendations and staff will then provide the Board with a full report and recommendation on the fiscal year 2014-2015 budget.

#### 4.3 Approval of Law Library Organizational Restructure.

Staff recommended the Board approve the elimination or modification of existing positions and the creation of new positions as depicted in the presented organization chart.

ED Levin presented the Board with an overview of the organizational restructure. Following discussion, President Steinhauser requested a motion to approve the elimination or modification of existing positions and the creation of new positions as depicted in the presented organization chart. So moved by Trustee Jones and seconded by Trustee Klein, the motion was unanimously approved,

#### 4.4 E-Branch Demonstration.

ED Levin presented an introduction to the Board and gave thanks to all staff involved. Linda Heichman-Taylor presented the Board with a demonstration of the e-Branch and acknowledged the hard work of the s-Branch development committee. There was no action required.

*At 1:14 p.m., President Steinhauser announced the Board would move in to Closed Session for Agenda Item 5.0. All members of the public and staff vacated the room.*

### 5.0 **CLOSED SESSION**

- 5.1 Conference with Labor Negotiator (G.C. 54957.6).  
*Library Negotiators:* Sandra J. Levin and Jaye Steinbrick;  
*Employee Organization:* SEIU Local 721.

The Board reconvened Open Session at 1:25 p.m. The Board directed the Library Negotiators to move forward with documentation of SEIU's proposed extension.

*At 1:25 p.m., Trustee Juhas left the meeting.*

**5.0 EXECUTIVE DIRECTOR REPORT**


ED Levin highlighted several new trainings the Library secured with local organization that will occur over the remainder of the year. New programs include both MCLE and non-MCLE credit programs.

**5.0 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 1:32 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, February 25, 2014.

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