

**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.**

August 26, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 26, 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 Reva Goetz
Judge Ann I. Jones
Judge Mark Juhas
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent:

Judge Michelle Williams Court
Kenneth Klein, Esquire

Senior Staff Present:

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

Also Present:

John Kohl, Finance Director
Malinda Muller, Director, Programs & Partnerships
Leigh Garcia, Communications Coordinator
Janine Liebert, Librarian
Christine Langteau, Librarian

President Jones determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Tut Hayes commented on the need for the Law Library to subscribe to a non-legal daily newspaper, specifically the LA Times.

During the three (3) minutes allocated, Ms. Joan Levine commented on the Library's Members Program, specifically to funding and collection maintenance. Ms. Levine also commented on donation opportunities.

During the five (5) minutes allocated, Mr. Frank Rodriguez commented on the Library's management team in addition to past and present staff members.

At this time, Mr. Lee Paradise allocated one (1) minute of his allocated five (5) minutes to Mr. Rodriguez. Mr. Rodriguez continued to comment on the Library's management team and business practices.

During four (4) remaining minutes of the five (5) minutes allocated to speak, Mr. Lee Paradise made the Library Board of Trustees aware that media outlets were notified by Mr. Paradise of their Board Meetings. Mr. Paradise also commented on the Library's financials and business practices.

2.0 PRESIDENT'S REPORT

President Jones introduced and welcomed Judge Dennis Landin to the Board of Law Library Trustees. Judge Landin followed with a brief introduction to the Board and members of the public.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the June 24, 2014, Regular Board Meeting.

3.2 Review of May 2014 Financials & June 2014 List of Checks and Warrants.

3.3 Review of June 2014 Financials & July 2014 List of Checks and Warrants.

~~3.4 Quarterly Statistics Update, April through June 2014.~~

~~3.5 Quarterly Strategic Plan Update, through July 2014.~~

3.6 Approval of Amended Accounting Policies & Procedures Manual.
Staff recommended the Board approve the amended Accounting Policies and Procedures Manual posted on the Law Library website at:
http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.6.1_Attachment.pdf.

3.7 Approval of Amended Employee Handbook & Personnel Policies Manual.
Staff recommended the Board approve the amended Employee Handbook and Personnel Policies Manual posted at
http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.7.1_Attachment.pdf.

- 3.8 Approval of Amended Governance Resolution.
Staff recommended the Board approve the Resolution Establishing Roles And Responsibilities, Delegating Authority For Certain Functions and Adopting Purchasing and Expense Policies.

President Jones requested a motion to approve the Consent Calendar. At the request of Trustee Steinhauser, Consent Items 3.4 and 3.5 were removed from the Consent Calendar. Remainder moved by Trustee Juhas and seconded by Trustee Goetz, the Consent Calendar 3.1-3.3 and 3.6-3.8 unanimously approved, 5-0.

- 3.4 Quarterly Statistics Update, April through June 2014.

- 3.5 Quarterly Strategic Plan Update, through July 2014.

Following a brief question and answer discussion regarding Agenda Items 3.4 and 3.5, specifically to the scan project and status updates from the strategic plan accountability report, President Jones requested a motion to approve the Consent Items 3.4 and 3.5. So moved by Trustee Goetz and seconded by Trustee Juhas, the Consent Items 3.4 and 3.5 was unanimously approved, 5-0.

4.0 **DISCUSSION ITEMS**

Muller, Garcia, Liebert, and Langteau joined the table at this time.

- 4.1 Discussion Regarding Access to Justice Initiatives.

A presentation of the access to justice strategic initiatives was given by Muller, Garcia, Liebert, Langteau and ED Levin. A brief discussion was held by the Board following the presentation. No further action was taken.

Judge Goetz left the meeting at this time, 1:15 p.m.

5.0 **AGENDA BUILDING**

There were no items for Agenda Building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin briefly introduced new staff members, Henry Gunawan and Richard Ortega. Gunawan filled the position of Technology Manager. Ortega filled the position of Facilities Manager. ED Levin also gave an update on SB1462, notifying the Board of its passage and effective date. ED Levin also announced to the Board the recent death of past employee Helen Willis and asked that the Board adjourn in her memory. Willis was a long time employee of the Library for 29 years, from 1979 to 2008.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned in the memory and honor of Helen Willis at 1:43 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 23, 2014.

A handwritten signature in black ink, appearing to read "Sandra J. Levin", written over a horizontal line.

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