

**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 21, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 21, 2015 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 Reva Goetz
Judge Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent:

Senior Staff Present:

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

Also Present:

John Kohl, Director, Finance
Ryan Metheny, Librarian, Programs & Partnerships
Lisa Curtin, HR Consultant, ManagEase, Inc.

President Jones 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

There were no requests to speak.

2.0 PRESIDENT'S REPORT

President Jones highlighted the Consent Calendar noting the detailed reports and specifically the intern program, employee handbook revision, and the strategic plan accountability report. President Jones also highlighted the upcoming global reading room grand opening reception.

Following the Presidents Report, ED Levin briefly introduced the internship program, its coordinators and some of the current interns.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 16, 2014, Regular Board Meeting.
- 3.2 Review of November 2014 Financials & December 2014 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 2.
- 3.4 Quarterly Strategic Plan Update.
- 3.5 Approval of Updated Job Descriptions (Library Clerk – Facilities; and Technology Manager).
Staff recommended that the Board approve the revised job descriptions.
- 3.6 Approval of Updated Employee Handbook & Personnel Policies Manual.
Staff recommended that the Board approve the revised Employee Handbook and Personnel Policies Manual dated January 21, 2015.
- 3.7 Acceptance of Cal Humanities Grant.
Staff recommended that the Board authorize the Executive Director to execute the grant agreement and commence the project.

President Jones inquired if there were any items on the Consent Calendar that the Board would like to pull for discussion. Trustee Steinhauser requested that Consent Items 3.4 and 3.7 be pulled.

With the exception of Consent Items 3.4 and 3.7, President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Juhas. the motion was unanimously approved, 7-0.

Pulled for Discussion:

- 3.4 Quarterly Strategic Plan Update.
Following discussion, the Board recommended that ED Levin bring back Digital Technology Objectives as a future agenda item.
- 3.7 Acceptance of Cal Humanities Grant.
Trustee Steinhauser briefly highlighted the award of the Cal Humanities Grant.

Following discussion of Consent Items 3.4 and 3.7, President Jones moved to approve Consent Item 3.4 and 3.7. So moved by Trustee Goetz, seconded by Trustee Juhas, the motion was unanimously approved, 7-0.

Per the President's prerogative, President Jones briefly resumed the President's Report:

President Jones announced the formation of a Financial Planning Committee appointing Trustees Juhas, Court and Goetz.

Following the brief announcement, ED Levin took a moment to introduce the Law Library's human resources consultant, Lisa Curtin. Ms. Curtin is with the company ManagEase, Inc., who provides on-site support since a 2013 restructure eliminated the in-house human resources position.

At this time, President Jones proceeded with the Agenda and moved into closed session for Agenda Items 4.1 and 4.2. All attendees vacated the room.

4.0 CLOSED SESSION

- 4.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.

Open Session: The Board reconvened open session.

- 4.2 Conference with Labor Negotiator (G.C. 54957.6). Library negotiator: Board President, Hon. Ann I. Jones. Unrepresented employee: Executive Director

Open Session: The Board reconvened open session announcing that no instructions to the Labor Negotiator were necessary at this time.

5.0 DISCUSSION ITEMS

- 5.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation.

During discussion, the Board highlighted the many accomplishments of ED Levin since her appointment including increased communication and transparency with the Board. The Board was also pleased with the increased visibility the Library has within the legal community.

Following, President Jones moved to approve a three percent (3%) increase to the Executive Director's current base compensation. So moved by Trustee Juhas, seconded by Trustee Goetz, the motion was unanimously approved, 7-0.

- 5.2 Update Regarding Programming for Businesses and Entrepreneurs.

ED Levin introduced and welcomed Ryan Metheny to the table

Metheny highlighted the Library's educational programming, mentioning its focus on attorneys, self-represented litigants and others doing legal research. Metheny specifically noted new programs that are focused toward small business owners such as the Export University program and the new upcoming small business series that will start in the summer. No action was taken.

6.0 AGENDA BUILDING

During the discussion of Consent Item 3.4, the Board recommended that ED Levin bring back to the Board a report of the Library's Digital Technology Objectives.

7.0 EXECUTIVE DIRECTOR REPORT


7.1 Potential Digitization Opportunity

ED Levin announced that she and the Senior Director, Jaye Steinbrick, have been meeting with representatives from Google with regard to the brief scanning project. ED Levin mentioned this was only a preliminary announcement and once the major details were worked out, a discussion and proposal would be brought to the Board, likely in February.

Trustees Landin and Goetz left the meeting at 1:21 p.m.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:23 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 25, 2015.


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