

**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.**

**March 25, 2015**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 25, 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 Dennis Landin  
Susan Steinhauser, Esquire

**Trustees Absent:**

Judge Mark Juhas  
Kenneth Klein, Esquire

**Senior Staff Present:**

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

**Also Present:**

Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

At this time, there were no requests for Public Comment. There was one late request following the President's Report.

## **2.0 PRESIDENT'S REPORT**

President Jones briefly announced to the Board and members of the public, a reminder of the Law Library Friends Gala being held on Wednesday, April 8, 2015.

*At this time, President Jones accepted a late request to speak from Mr. Paradise.*

## **1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 4.1 in addition to making comments in objection of the Library's business practices, specifically pointing out the upcoming union negotiations, and operating procedures. Mr. Lee Paradise also commented in opposition of Agenda Item 5.1 being approved.

*Trustee Court joined the meeting during Public Comment at 12:19 p.m.*

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the February 27, 2015, Special Board Meeting.
- 3.2 Review of January 2015 Financials & February 2015 List of Checks and Warrants.

President Jones requested a motion to approve the Consent Calendar, so moved by Trustee Steinhauser, seconded by Trustee Landin, the motion was unanimously approved, 5-0.

*Per the President's prerogative, Agenda Item 5.0, Discussion Items, was moved up at this time.*

## **5.0 DISCUSSION ITEM**

- 5.1 Award Bid for Elevator Modification Project and Declaration of CEQA Exemption.

Staff recommended that the Board:

1. Award the bid to Liftech Elevator Services to complete the modernization of the Law Library's four elevators including a one-year maintenance term with an option to extend the term for an additional two years in the amount of \$326,433;
2. Extend the contract with HKA Elevator Services for an additional \$12,000.00 to assist staff throughout the duration of the project;
3. Find and declare that the proposed scope of work is not a "project" as defined under CEQA and is in any event exempt pursuant to Categorical Exemption, Class 1: Existing Facilities; and
4. Authorize the Executive Director to execute all necessary agreements and documents.

ED Levin provided the Board with additional clarification with regard to contingencies. ED Levin noted that her administrative authority would be used to

approve any change orders up to the 10% contingency. The Board asked questions and engaged in a brief discussion.

Following discussion, President Jones requested a motion to:

1. Award the bid to Liftech Elevator Services to complete the modernization of the Law Library's four elevators including a one-year maintenance term with an option to extend the term for an additional two years in the amount of \$326,433;
2. Extend the contract with HKA Elevator Services for an additional \$12,000.00 to assist staff throughout the duration of the project;
3. Find and declare that the proposed scope of work is not a "project" as defined under CEQA and is in any event exempt pursuant to Categorical Exemption, Class 1: Existing Facilities; and
4. Authorize the Executive Director to execute all necessary agreements and documents.

So moved by Trustee Landin, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.

#### 5.2 Determination of Need to Undertake Emergency Repair of Security Gate to Staff Parking Area.

Staff recommended that the Board determine by a four-fifths vote that:

1. An emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and
2. There is a need to continue the repair of the security gate that controls access to the Staff parking area.

ED Levin presented the Board with a brief summary and review of the need for an emergency repair, including the costs and potential issues that might arise during the repair. President Jones inquired of the Board regarding the staff recommendation and noted that she and other Board members were familiar with the location of the gate and staff parking.

Following discussion, President Jones requested a motion to approve the staff recommendation that:

1. An emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and
2. There is a need to continue the repair of the security gate that controls access to the Staff parking area.

So moved by Trustee Steinhauser, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.

#### 5.3 Announcement of Law Week Updates.

ED Levin referenced a flyer that was included as part of the Board Materials, highlighting the several MCLE and public programs. The Board asked questions and engaged in discussion, no action was taken.

*President Jones announced at 12:32 p.m. that the Board would move into Closed Session, Agenda Item 4.1, and requested that all members of the public and staff vacate the room.*

**4.0 CLOSED SESSION**

- 4.1 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 12:58 p.m.; President Jones reported that the meeting with the Library Negotiators occurred.

**6.0 AGENDA BUILDING**


There were no items for Agenda Building.

**7.0 EXECUTIVE DIRECTORS REPORT**

ED Levin reiterated highlights of the Law Week Update and noted that another Financial Planning Committee meeting would be taking place in the near future.

**8.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 12:59 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 22, 2015.

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