

**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.**

June 24, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 24, 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 (with an additional posted, remote location at the Dick Laub NTC Command Center at 2640 Historic Decatur Road, San Diego CA. 92106) 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 Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire (participated from remote location)

Trustees Absent: Judge Reva Goetz (participated by speaker phone)

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.

President Jones announced that with her consent, Judge Goetz would participate in the meeting by phone, however, Judge Goetz participation would not count toward a quorum or in the count of any vote(s).

President Jones further announced that Susan Steinhauser, Esq. would participate in the meeting by phone, at a publicly posted and open location and her participation would count towards a quorum and in the count of any vote(s).

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on questions on funding in addition to making comments in objection to some of the Library's business practices, and operating procedures.

2.0 PRESIDENT'S REPORT

President Jones commented on the order of the agenda and thanked Staff for their diligence.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 27, 2015, Regular Board Meeting.
- 3.2 Review of April 2015 Financials & May 2015 List of Checks and Warrants.
- 3.3 Insurance Renewal Approval – Long-term Disability (LTD), Life, Vision and Dental Insurance. Approve the renewal of all lines of insurance coverages with Guardian.
- 3.4 Update to Employee Handbook and Personnel Policies Manual. Approve and adopt the revised Handbook as presented.
- 3.5 Award of Contract to Outside Auditor. Select Vasquez & Company, LLP as the Law Library's auditors for fiscal year 2015 at a cost not to exceed \$15,965.

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Court. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

4.1 Property & Liability Insurance Renewal

President Jones requested a motion to authorize the Executive Director to renew the property & casualty package through the existing carriers as presented by Keenan and Associates, valuing the building contents at 20% of building value if the premium for that valuation is within budget and at 15% of building value if the premium for 20% is not within budget.

So moved by Trustee Juhas, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.2 Approval of Operating Budget and Capital Expenditures Budget for Fiscal Year 2015-2016, including Update and Consideration of Google Digitization Project and approval of Job Descriptions as revised.

The Board discussed the proposed budget and the fiscal impact of and alternatives to, the Google Digitization project in FY2016. No changes to the budget were recommended.

Trustee Juhas moved, seconded by Trustee Court, that the Board:

1. Approve the proposed amended job descriptions
2. Approve the proposed budget for FY2016 (including Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects).

The motion was unanimously approved, 6-0.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

There was no report given.

7.0 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, July 22, 2015 at 12:15.



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