

**MINUTES OF THE SPECIAL 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.**

**October 19, 2016**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 19, 2016 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 Ann I. Jones  
Judge Dennis Landin  
Judge Mark Juhas  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Richard Rico

**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 12:22 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

No Public Comment.

**2.0 PRESIDENT'S REPORT**

President Jones thanked LA Law Library staff for all their efforts and achievements for Pro Bono Week. President Jones added that the further attempts to improve ways for access to justice continues to be noticed thus making the library relevant and indispensable.

### **3.0**     **CONSENT CALENDAR**

- 3.1     Approval of Minutes of the September 28, 2016 Regular Board Meeting.
- 3.2     Review of August 2016 Financials & September 2016 List of Checks and Warrants.
- 3.3     FY17 1<sup>st</sup> Quarterly Statistics Update
- 3.4     Approval of CalPERS Health Resolution

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

### **4.0**     **DISCUSSION ITEMS**

- 4.1     Friends of the Los Angeles County Law Library Presentation

Board members from the Friends of the Los Angeles County Law Library were present to make acquaintance and continue partnership with the LACLL Board of Trustees in an effort to strengthen the two Boards as they work together for the betterment of LA Law Library. Friends present were President Mark Epstein, Vice President Jordan Weiss, and Advisory Council members Michael Javaheri and Erica Abshez. All present spoke in recognition to their dedication of the Law Library and the continued efforts made to fundraise allowing the Library to thrive and assist all members of the public.

No Action Taken.

- 4.2     Approval of Amended Fiscal Year 2017 Budget, Patron Services Departmental Restructure and Revised Job Descriptions

ED Levin presented the Amended FY17 Budget, Reorganization of the Patron Services Department and the Revised Job Descriptions. ED Levin explained the technicalities that go into the affected job descriptions and the budget amendment. President Jones added that it is an enormously creative solution to doing the same work with expansion with no extra funding. The Amended FY17 Budget, Departmental Restructure and Revised Job Descriptions are set to go into effect on January 1, 2017.

President Jones requested a motion to approve Discussion Item 4.2 per the staff report approving:

- 1) the Amended Fiscal Year 2017 Budget attached to the staff report, effective immediately;
- 2) the revised Job Descriptions attached to the staff report, implementing the proposed restructure effective 1/1/17;
- 3) the position eliminations as indicated in the staff report; and
- 4) the change of department name to “Patron Services” for all affected positions effective 1/1/17.

So moved by Trustee Juhas, seconded by Trustee Landin. The motion was unanimously approved, 4-0.

4.3 Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2016

Christy Canieda and Roger Martinez of Vazquez & Company Audit Team were present to give a report. The Board discussed the report and accounting practices.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin presented the commendation from the City Council and the added support from City Council President, Herb Wesson. President Wesson stated to the rest of the City Council the urgency to not only support the LA Law Library but to pass on LALL information and flyers to constituents. ED Levin also commented on the current Pro Bono Week success noting over 1000 registrants, over 100 HS students to attend the Overcoming Adversity Panel Discussion, an all-day Citizenship Workshop and all-day Lawyers in the Library.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:13 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 16, 2016 at 12:15 pm.

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