

**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.**

**February 22, 2017**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 22, 2017 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 Mark Juhas  
Judge Dennis Landin  
Kenneth Klein, Esquire  
Judge Richard Rico  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Michelle Williams Court

**Senior Staff Present:** 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. Senior Director, Jaye Steinbrick recorded the Minutes.

**1.0 PUBLIC COMMENT**

One public comment made from Mr. Lee Paradise regarding prior Executive Director of the LA Law Library in association with depleted resources and spending habits.

**2.0 PRESIDENT'S REPORT**

President Jones commented on the anticipated Beacon of Justice Gala. The 2017 honoree will be Justice Collins. President Jones expressed excitement towards participating in the event and in honoring Justice Collins. President Jones also thanked Senior Director Jaye Steinbrick for sitting in on the month's meeting due to the absence of Executive Director, Sandra J. Levin. President Jones expressed appreciation for the many roles SD Steinbrick fills at LA Law Library.

### **3.0**     **CONSENT CALENDAR**

- 3.1     Approval of Minutes of the January 25, 2017 Regular Board Meeting.
- 3.2     Review of December Financials & List of January Checks and Warrants.
- 3.3     Amendment to Employee Handbook Regarding Retiree Dental Benefits
- 3.4     Mid-Year Budget Review
- 3.5     Receipt of SEIU Re-Opener Request
- 3.6     Determination of Need and Ratification of Emergency Repair of Roof

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

### **4.0**     **DISCUSSION ITEMS**

- 4.1     Approval of Workers Compensation Renewal Package

Finance Manager, Marcelino Juarez clarified and answered questions from the Board of Trustees regarding the adjusted fees and costs. FM Juarez noted that ex-mod has been reduced due to the lowered count of Workers Compensation claims in the past year thus resulting in the ability to acquire multiple bids. President Jones added that the lower count of claims reflects the LA Law Library and the safety experience from all staff. SD Steinbrick also added that the LA Law Library will be welcoming a Workers Comp speaker to give an orientation on safety practices for staff.

President Jones requested a motion on Discussion Item 4.1 to approve the Workers Compensation Renewal Package effective March 1, 2017. So moved by Trustee Juhas, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

- 4.2     Patron Services Presentation

Patron Services Director, Malinda Muller, Senior Librarian of Reference & Research, Austin Stoub, Managing Librarian, Ryan Metheny, Senior Librarian of Collection & Branches, Linda Heichman, Global Law Librarian, Sarah Sullivan, and Public Interest & Self Represented Librarian, Janine Liebert all spoke before the Board regarding their role and overall goals within the new structure of the Patron Services Department. Sr. Librarian Stoub is in charge of organizing coverage at reference counter, acts as supervisor to other librarians, responsible for digital services and displays along with other reference librarians. Managing Librarian Metheny is responsible for over 300 classes expected over the course of the year. Trustee Juhas expressed interest and enthusiasm in bringing in more JH and HS students, creating more patron diversity and reaching out to the community in non-traditional ways. Sr. Librarian Heichman reported her responsibilities in working closely with

the collection, price trends and looking ahead for further collection development. President Jones added her interest in being kept up to date with collection developments as it allows the Board to comprehend trends of the library. Trustee Steinhauser commented on the demands of materials in other languages. Trustee Steinhauser is also interested in understanding the dynamic of print vs. electronic. Global Law Librarian Sullivan introduced herself as the newest librarian and reported on her effort to identify the strengths and weaknesses of the foreign collection. Trustee Klein added the possibility of increasing fees to law firms who would utilize foreign materials. Managing Librarian Liebert spoke in regards to the continuing expansion of partnerships and clinics in legal services.

No Action was Taken.

**5.0 AGENDA BUILDING**

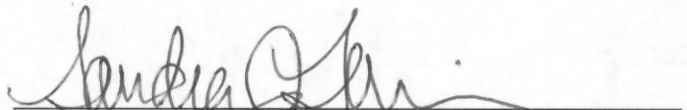
There were no items for agenda building.

**6.0 EXECUTIVE DIRECTOR REPORT**

None

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 22, 2017 at 12:15 pm.

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