

**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.**

**May 24, 2017**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 24, 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 Dennis Landin  
Judge Richard Rico  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Mark Juhas

**Senior Staff Present:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director

**Also Present:** Marcelino Juarez, Finance Manager  
Ann Marie Gamez, Executive Assistant

President Jones determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

Lee Paradise made public comment in regards to employee salaries. Mr. Paradise expressed great concern for the lack of raises over the years. SEIU Local 721 Director Renee Anderson made public comment in regards to the necessity of employee salary increases. Ms. Anderson expressed great concern for the lack of salary increases over the years and recommended the Board of Trustees consider greatly a raise of no less than 2% for LALL represented employees.

**2.0 PRESIDENT'S REPORT**

No Report

### **3.0**     **CONSENT CALENDAR**

- 3.1     Approval of Minutes of the April 26, 2017 Regular Board Meeting.
- 3.2     Review of March Financials & List of April 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, 4-0.

### **4.0**     **CLOSED SESSION**

- 4.1     Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

No reportable action was taken.

### **5.0**     **DISCUSSION ITEMS**

- 5.1     Discussion and Approval of 2017-2018 Property & Liability Insurance Renewal

ED Levin discussed the options available to LALL for P&L Insurance for 2017-2018 including changing the deductible amount or lowering the cap on coverage for DIC. Keenan did a risk assessment analysis and determined the risk of loss in excess of \$8 million was .2% and in excess of \$30 million is .02% and therefore recommended lowering the coverage limit to \$30 million.

President Jones requested a motion to authorize binding coverage effective July 1, 2017 with a 10% DIC deductible, layered limit up to \$30 million, for a total premium not to exceed \$265,000 (Option 4 from the attachment added on 5/24/17 to the staff report). So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 4-0.

- 5.2     Review of Operating budget FY 17-18, Including Approval of Position Adjustments and Prepayment of CalPERS unfunded Liability

ED Levin explained some of the pros and cons for some of the decision making in approving the proposed budget for FY18.

The Board discussed various aspects of the budget and indicated their support for the budget as presented, including:

1. the elimination of one full-time Library Clerk and the addition of one part-time Library Aide
2. authorization to the Executive Director to execute an amendment to the MOU with SEIU: a) eliminating the 2% merit bonus pool for FY18; b) adding a 1.5% raise for represented and unrepresented employees beginning July 1, 2017; and c) adding bilingual pay of \$50 per month for qualifying employees.
3. payment of \$500,000 towards the Law Library's Unfunded Accrued Liability with CalPERS before 6/30/2017 and authorization to the Finance Manager to select the source of the funds and complete the transaction.

The Board requested that final budget be scheduled for consideration on the consent calendar at the June meeting.

5.3 Approval of Exploratory Platinum Level Member Pilot Program

To be carried over and added to the rescheduled Regular Board Meeting for June 14, 2017.

5.4 2017 Law Week After-Report

Public Interest Librarian, Janine Liebert presented before the Board the roles, challenges and strengths of this years' Law Week. J. Liebert gave examples of high points including the expanded number of programs available to patrons, the implementation of a web cast and a live viewing on YouTube. LALL was also viewed on Event Brite as a new host for publicizing. ED Levin added that the library continues to seek new ways to reach HS classes to come onsite to learn more about the library.

No action taken

5.5 Staff Presentation: Displays and Exhibits

To be carried over and added to the rescheduled Regular Board Meeting for June 14, 2017.

No action taken

**6.0 AGENDA BUILDING**


There were no items for agenda building.

**7.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced LALL participation in the Superior Court Power Lunch Day, where HS students will be welcomed to the library and be given small tours and presentations on the role of LA Law Library and its staff.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:17 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 14, 2017 at 4:45 pm.

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