

**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.**

**September 27, 2017**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 27, 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:** 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 12:17 p.m. and thereafter presided. Vice-President Juhas arrived to the meeting at 12:21pm. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

Lee Paradise made public comment in regards to library spending habits. Mr. Paradise expressed concern regarding the building maintenance and improper spending. Also mentioned was the need for roof repair and landscaping. Mr. Paradise insisted on continuing to file a LAC Tort Claim. ED Levin corrected Mr. Paradise and referred him to the library claim form, not the county claim form.

**2.0 PRESIDENT'S REPORT**

No Report

### **3.0**     **CONSENT CALENDAR**

- 3.1     Approval of Minutes of the June 14, 2017 Regular Board Meeting.
- 3.2     Review of June Financials and Year end FY17 Financials and List of June Checks and Warrants.
- 3.3     Review of July Financials and list of July-August Checks and Warrants
- 3.4     Approval of FY17 Quarter 4 Statistics
- 3.5     Approval of Revised Borrower Rules
- 3.6     Approval of Amendment to Rules of Conduct Regarding Service Animals
- 3.7     Approval of Policy and Practice Regarding Waiving Fines for Patrons

Trustee Steinhauser commented on Consent Calendar Item 3.4 and gave strong recognition to LALL staff for impressive numbers on the Quarterly Statistics. President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Rico, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

### **4.0**     **DISCUSSION ITEMS**

- 4.1     Approval of the Annual Report to the LA County Board of Supervisors

The Board of Trustees were glad to see the Annual Report to the Board of Supervisors of Los Angeles County include both traditional library information as well as patron outreach efforts. Trustee Steinhauser was especially pleased to see such a thorough overview within only 15 pages. ED Levin also pointed out the number of reference requests in fiscal year 2017 equaled an impressive 35,000.

President Jones requested a motion to approve Discussion Item 4.1 So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was approved, 6-0.

- 4.2     Staff Presentation; Expanded WestLaw Content

Senior Librarian of Reference & Research, Austin Stoub, gave a brief presentation on the expanded WestLaw Content which was effective as of July 2017 and demonstrated via live internet the tools now offered for legal research. A. Stoub also gave a history of access through WestLaw “Government Libraries.”

No action was taken.

- 4.3     Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors

President Jones thanked all Friends of the Los Angeles County Law Library for their excellent persistence in providing support for LA Law Library by ensuring access to justice and for their commitment to staff. ED Levin announced the following appointees for a two year term each and introduced those present:

- Maria Hall (Term expiration 8/31/2019)
- Roberta Kass (Term expiration 8/31/2019)
- Mark Santa-Ana (Term expiration 8/31/2019)
- Marc Seltzer (Term expiration 8/31/2019)
- Andrew Struve (Term expiration 8/31/2019)

ED Levin clarified that the majority are appointed by the LACLL Board of Trustees and a minority of the Friends Board members are self-appointed by the Board of the Friends. Trustee Steinhauser added that without the Friends, the work could not be done and the library would not be able to provide services for more than 50,000 patrons a year. Trustee Klein added how impressive and how far the Friends have come since the beginning and expressed great thanks.

President Jones requested a motion to approve Discussion Item 4.3 appointing the aforementioned Friends of the Los Angeles County Law Board of Directors for the terms identified. So moved by Trustee Juhas, seconded by Trustee Landin. The motion was approved, 6-0.

#### **5.0 AGENDA BUILDING**

There were no items for agenda building.

#### **6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced the use of Prescription Pads to be used as a referral service from courts, clinics and other providers to the library reference desk. ED Levin also announced the upcoming Pro Bono Week events including Pro Bono Palooza to be held on Oct. 10, 2017 and the Public Legal Services Fair to be held on Oct. 14, 2017. In addition to the special event, the library was to host three separate Lawyers in the Library (one at the Legal Services Fair, one on the Friday of PBW at the downtown library and one on the Friday of PBW at the Van Nuys Location). ED Levin, President Jones and Trustee Steinhauser all thanked LALL staff graciously for the ongoing above and beyond efforts of providing legal access to Angelenos.

#### **7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:58 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 25, 2017 at 12:15 pm.

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