

**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.**

November 27, 2017

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, November 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 Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Susan Steinhauser, Esquire
Judge Michael L. Stern

Trustees Absent: 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

Trustee Klein determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Trustee Steinhauser arrived to the meeting at 12:29pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment was requested prior to this item or offered at this time.

2.0 PRESIDENT'S REPORT

There was no President's report.

4.0 DISCUSSION ITEM (taken out of order)

4.1 Election of Officers

With the chair's approval, the Board moved Discussion Item 4.1 to the front of the agenda to elect a new President and Vice-President of the Board of Trustees. The chair opened nominations for president.

Trustee Court nominated Trustee Juhas as President of the Board of Trustees of the Los Angeles County Law Library. Trustee Rico seconded the nomination. The motion was unanimously approved 5-0.

Trustee Landin nominated Trustee Court as Vice- President of the Board of Trustees. Trustee Rico seconded the nomination for Trustee Court. The motion was unanimously approved 5-0.

Vice-President Court thereafter presided over the meeting.

A request to address the Board on an item not on the agenda was submitted by a member of the public identified as Wayne. Vice-President Court stated that the Board would determine whether there was time to take the comment at the conclusion of the rest of the agenda.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 25, 2017 Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants.
- 3.3 Approval of 2018 Holiday Schedule
- 3.4 Approval of Lost & Found Policy
- 3.5 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2017

Vice-President Court requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.2 Approval of Board of Trustees Meeting Dates & Schedule for 2018

Board members discussed calendar availability. While various meetings would have absent trustees, it was decided that none of the proposed dates would be affected by lack of a quorum. No changes were requested from the Board members.

Vice-President Court requested a motion to approve the Board of Trustees Meeting Dates & Schedule for 2018. So moved by Trustee Landin, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

- 4.3 Approval of Offering Platinum Level of Member Program

ED Levin summarized the results of the Platinum Level temporary project that had been launched in July 2017. Discussion ensued amongst the board members, Trustee Landin asked questions regarding possible variability in staffing needs and feasibility with additional membership sign-ups.

Trustee Steinhauser arrived at the meeting.

Vice-President Court requested a motion to approve Option 1 in the staff report: Approve the Platinum Member program per the attached term sheet as an annual service offered by LA Law Library, and authorize the Executive Director to execute the necessary documents and hire an additional reference librarian once the membership documents have been executed. Trustee Klein so moved and Trustee Landin seconded the motion.

Further discussion ensued regarding: similar programs at other libraries, the revenue to be generated, the ability to revisit or terminate the project and the impacts on and risks to other programs and services.

Trustee Stern requested a monthly report to the Board of Trustees recognizing the revenue and staff resources. The maker and seconder of the motion agreed to amend the motion to include a monthly report on the Platinum Member Level.

A member of the public identified as Wayne submitted a comment card requesting to address the Board on the item then under discussion.

Vice-President Court called for a vote on the pending motion to: Approve the Platinum Member program per the attached term sheet as an annual service offered by LA Law Library, authorize the Executive Director to execute the necessary documents and hire an additional reference librarian once the membership documents have been executed, as well as provide a monthly report to the Board of Trustees on the ongoing status of the Platinum Member Level. The motion was unanimously approved, 6-0.

4.4 After-Report Regarding Pro Bono Week Events and Activities

Managing Librarian of Public Interests Programs, Janine Liebert, gave a brief summary of the events that occurred during the 2017 Pro Bono Week. Highlights included three Lawyers in the Library sessions, a Self-Help Appellate Brief-Writing Workshop and panel discussions.

Trustee Stern asked whether any citizenship workshops were provided and if so which languages were used to promote. Trustee Stern added that there are 700,000 people who are eligible for citizenship in Los Angeles County but have not yet applied. Ms. Liebert and ED Levin replied as to the language capacities offered at the various programs but also noted that the legal aid community has experienced a tremendous drop in participants due to fear of enforcement action. Trustee Court ended the discussion with a special thanks to the library for the ongoing work and growing programs.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin noted the handouts given on the upcoming classes and workshops to be held at the library for the coming month. ED Levin also extended an invitation to the Board of Trustees to the LALL Holiday Party.

PUBLIC COMMENT

Vice-President Court determined that there was time remaining to take public comment and called upon Patron Wayne to address the Board.

Patron Wayne spoke and expressed concern that he had not been allowed to address the Board regarding Discussion Item 4.3 prior to their decision. The Board agreed to reopen and revisit Agenda item 4.3.


4.3 Approval of Offering Platinum Level of Member Program (revisited)

Patron Wayne then spoke as to his extensive efforts representing himself in litigation against the City of Los Angeles. He expressed concern that the Platinum Level of Membership would detract from the services available to non-paying members of the public and expressed his appreciation for the resources offered at the Law Library.

Staff replied as to the protections in place to prevent the Platinum Membership Level from detracting from public services. Vice-President Court called for any discussion. Hearing none, Trustee Klein again moved, and Trustee Landin again seconded, a motion to: Approve the Platinum Member program per the attached term sheet as an annual service offered by LA Law Library, authorize the Executive Director to execute the necessary documents and hire an additional reference librarian once the membership documents have been executed, as well as provide a monthly report to the Board of Trustees on the ongoing status of the Platinum Member Level. The motion was unanimously approved, 6-0.

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, December 13, 2017 at 12:15 pm.


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