

**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 26, 2018**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 26, 2018 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 Mark Juhas  
Judge Michelle Williams Court  
Judge Dennis Landin  
Judge Richard Rico  
Judge Michael Stern  
Susan Steinhauser, Esquire

**Trustees Absent:** Kenneth Klein, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser and Trustee Stern joined the meeting during Public Comment at 12:19pm.

**1.0 PUBLIC COMMENT**

Public comment from patron, Tramell Carter, regarding a past complaint regarding his experience during Lawyers in the Library. T. Carter stated he had not received a response from the library and expressed frustration at not being given personal contact information of the Trustees to complain directly to the Board. T. Carter also complained about a recent encounter with library security.

Public comment from SEIU Director, Renee Anderson, regarding the proposed MOU. R. Anderson commented positively on the negotiation process and was proud of the work done. R. Anderson added that the bargaining was smooth and done in good faith.

Public comment from patron Lee Paradise, regarding several topics. Mr. Paradise commented on (1) the benefits of the one-time funding, (2) the need for updated public computers, (3) public being able to propose items on the board agenda per the Brown Act, and (4) the length of time to respond to a claim (1 year) according to the Tort Claim Act. Senior Director, Jaye Steinbrick, addressed the public computers, noting that the library was currently underway with replacing all the public computers with solid state machines that have a much faster restart.

## **2.0 PRESIDENT'S REPORT**

No Report

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the August 26, 2018 Regular Board Meeting.
- 3.2 Review of July and Financials & List of August Checks and Warrants.
- 3.3 Approval of Revised Standard and Member Borrower Rules
- 3.4 Platinum Program Update for the Months of August
- 3.5 FY18-19 Financial Budget Review

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 6-0.

## **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.

## **5.0 OPEN SESSION: DISCUSSION ITEMS**

- 5.1 Approval of Amendment to 2018 Holiday Schedule

ED Levin summarized the conflict between the approved LALL Holiday Schedule, under which the library would remain open on Columbus/Indigenous Peoples Day, and the City of LA street event that same day, which would make access to the law library impossible. A letter was sent to the law library by councilmember Mitch O'Farrell, asking the law library to remain closed for the day.

President Juhas requested a motion to approve an additional holiday on October 8, 2018 with no other changes to the holiday schedule. So moved by Trustee Court, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

- 5.2 Discussion and Approval of Memorandum of Understanding with SEIU Local 721

ED Levin summarized the negotiated items in the proposed Memorandum of Understanding including a 4% raise to be retro paid from July 1, 2018 for represented staff, a 5% bonus in July, 2019 and an increase in employer share medical caps. In addition to the compensation increase, other benefits such as bereavement leave, Life Insurance and vacation accrual were amended to be available for part time staff. ED Levin thanked Senior Director Jaye Steinbrick, Finance Manager Marcelino Juarez and the SEIU Bargaining Team.

President Juhas requested a motion to approve the terms of the new, proposed MOU and authorize the Executive Director to execute the MOU. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 6-0.

5.3 Approval of Changes to Compensation and Benefits and Revisions to Employee Handbook

ED Levin explained the revisions to the Employee Handbook that would conform benefits for unrepresented employees to those in the approved MOU including the Life Insurance, Vacation Accrual and Bereavement Leave for part time staff and an increase in employer share medical caps, and compensation 4% raises to non-represented staff with an effective date of September 2018 with a %5 bonus in July, 2019 and other redlined items as reflected in the redlined Employee Handbook, attachment 5.3.1.

President Juhas requested a motion to approve the changes to compensation and benefits, as indicated in the attached proposed revisions to the Law Library Employee handbook and Personnel Policies Manual. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 6-0.

6.0 **AGENDA BUILDING**

There were no items for agenda building.

7.0 **EXECUTIVE DIRECTOR REPORT**

No report given.

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:04 p.m. in memory of Barbara Albert who worked at the Los Angeles County Law Library for 20 years as Bookkeeper and later as Accounting Manager. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 24, 2018 at 12:15 pm.



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