

**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.**

**November 14, 2018**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 14, 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 Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Judge Richard Rico  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Mark Juhas  
Judge Michael Stern

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

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

Vice President Court determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

No public comment.

**2.0 PRESIDENT'S REPORT**

No report.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the October 24, 2018 Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants.
- 3.3 Platinum Program Update for the Month of October
- 3.4 Approval of 2019 LA Law Library Holiday Calendar
- 3.5 Approval of 2019 Board of Trustees Meeting Schedule

- 3.6 Approval of Amendment to Employee Handbook Regarding Transportation Program
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

Trustee Steinhauser requested to pull item 3.3, 3.6, & 3.7. Vice-President Court requested a motion to approve items 3.1, 3.2, 3.4, 3.5. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

Trustee Steinhauser inquired about item 3.3, the Platinum Program and whether the program was set to continue. ED Levin replied that the program was still in negotiation but had received a request from the firm to scale back on hours and cost. Brief discussion ensued about how best to promote the Platinum Program.

Trustee Steinhauser asked a clarifying question regarding the discount discussed in item 3.6 (the TAP amendment),

Trustee Steinhauser also asked clarifying questions regarding item 3.7 (update on one-time funding projects). , ED Levin responded to the questions and discussed the benefits of several of the listed projects.

Vice-President Court requested a motion to approve items 3.3, 3.6, & 3.7 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Staff Presentation: Pro Bono Week After-Report**

ED Levin began by introducing the Pro Bono Week committee led by Managing Librarian for Public Interest, Janine Liebert. VP Court commented on the amazing production of Pro Bono Week that occurs each year and how it continues to grow. ED Levin commented on spreading the programming to allow patrons to attend classes that do not overlap. J. Liebert commented on the immigration clinic and its success having served 50 families with the citizenship process and 30 families for asylum workshop. J. Liebert also noted the success of the networking lunch, having more than 40 representatives show. J. Liebert also commented briefly on new classes offered, including Dog Bite Law and Student Loan Debt. Communications Manager, Leigh Saldana, spoke briefly on the outreach for Pro Bono Week including promotion by the office of Hilda Solis, CBS news and a number of radio station announcements on KJLH, KLOVE and Catholic Radio.

The report was received and discussed.

##### **4.2 Staff Presentation Regarding Converting Law Week to Law Days**

ED Levin introduced a new plan to revamp the law library's annual Law Week celebration. Rather than a week-long event in honor of Law Day, Staff will present five separate days to honor various Law or Social Justice days throughout the year. Managing Librarian for Education, Ryan Metheny, spoke briefly on the new proposed law day events: Freedom of Information Day in March, Law Day in May, Constitution & Citizenship Day in September 2019, World Social Justice in February 2020 and possibly Veteran's Day or 4<sup>th</sup> of July.

The report was received and discussed.

**5.0 AGENDA BUILDING**

There were no items for agenda building.

**6.0 EXECUTIVE REPORT**

ED Levin invited the board to the LALL Holiday party in December.

**7.0 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, December 19, 2018 at 12:15 pm.

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