

**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.**

January 23, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 23, 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
Susan Steinhauser, Esquire

Trustees Absent: Kenneth Klein, Esquire
Judge Michael Stern

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 12:16 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

1. Public comment from visitor Larry Demick, who was on assignment from Konica Minolta, had requested to be in touch with the service manager of copiers.

2. Public comment from patron Lee Paradise who expressed concern regarding numerous alleged facilities issues at LA Law Library including a leaking roof, poor landscaping and lack of branch locations and also thanked the library for the upgraded public computers.

2.0 PRESIDENT'S REPORT

President Juhas commented on the upcoming 2019 Gala.

President Juhas also requested to move up Discussion Item 4.3 – Commendation to Yocanda Castillo Upon her Retirement.

President Juhas and the rest of the Board of Trustees presented Yocanda Castillo with a signed commendation in recognition of her 27 years of service at LA Law Library. Also awarded to Ms. Castillo was a crystal book with engraving as a commemorative award on behalf of the Law Library. Ms. Castillo accepted the awards and thanked the library, staff and board for all the years of employment. Photos were taken with members of the board, the Executive Director and the retiree.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 14, 2018 Regular Board Meeting and December 3, 2018, Special Board Meeting
- 3.2 Review of October and November Financials and List of November and December Checks and Warrants.
- 3.3 Platinum Program Update and Contract Renewal
- 3.4 Update Regarding Workers Compensation Insurance
- 3.5 Receipt of FY18-19 Quarter 2 Statistics
- 3.6 Approval of Revised job Description for Administrative Clerk, Finance – Accounts Payable
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment
- 3.8 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2018

Trustee Steinhauser requested to pull item 3.5. President Juhas requested a motion to approve items 3.1- 3.4, 3.6- 3.7 and 3.8. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

Trustee Steinhauser inquired about item 3.5, the Receipt of FY18-19 Quarter 2 Statistics, as to whether there were any new trends in classes/workshops/clinics. ED Levin replied that the reference desk, copy center, etc., has seen lower numbers, however attendance at classes/workshops and clinics has grown.

President Juhas requested a motion to approve item 3.5 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Retention of Insurance Broker

ED Levin presented the Staff report recommending Alliant Insurance Services and thanked Keenan & Associates for their excellent service.

President Juhas requested a motion to authorize, effective immediately, acceptance of Alliant Insurance Services, Inc.'s proposal and retention of Alliant as the library's broker of record at a fixed fee of \$23,500 renewable annually for two additional years at a rate not to exceed the proposed fixed costs outlined in the RFP. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

4.2 Confirmation of Continuing Need to Undertake Emergency Repair of Pavement Damage Due to Burst Pipe

ED Levin spoke regarding the burst pipe and emergency repair. Due to weather conditions and scheduling conflicts, the construction was not able to move forward in time before the next Board meeting and therefore, needed to be continued and confirmed.

President Juhas requested a motion to reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the apron and driveway. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.3 Commendation to Yocanda Castillo Upon her Retirement

See President's Report at top of minutes.

No action taken

5.0 CLOSED SESSION

5.1 CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION (G.C. 54956.9(d))

- a. Based on the below-described existing facts and circumstances, the Library Board of Trustees is meeting only to decide whether a closed session is authorized. (G.C. 54956.9(d)(3)) One Case. Facts and circumstances that might result in litigation but which the Library believes are not yet known to potential plaintiff or plaintiffs. (G.C. 54956.9(e)(1))

The Board determined that a closed session was not authorized and returned to open session.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE REPORT

In response to the public comment offered by Mr. Paradise, ED Levin clarified that there have been no problems on the side of the roof that was restored in 2012 and that since the recent roofing project there have been no leaks at all. ED Levin noted the landscaping issues are due to homeless encampments, urine and trash depleting the nutrition in soil.

ED Levin commented that there are more branch and partnership locations for LALL than ever before. In addition, ED Levin noted that LALL is moving forward with the burst pipe construction; LALL is moving forward with one-time funding projects; LALL has translation available in flyers and reference.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:11pm in memory of Natalie von Tiesenhausen who worked at the Los Angeles County Law Library for 10 years from 1976 – 1986. Mrs. Von Tiesenhausen worked as a Library Assistant, then Book Processor and finally Book Keeper. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 27, 2019 at 12:15pm.

A handwritten signature in cursive script, reading "Sandra J. Levin", written over a horizontal line.

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