

**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.**

February 27, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 27, 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
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Judge Michael Stern

Trustees Absent: Susan Steinhauser, 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 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

1. Public comment from LALL retiree Ralph Stahlberg, who commented on the passing of LALL retiree Robert Rich. Mr. Stahlberg remarked what an accomplished and knowledgeable law librarian Mr. Rich was, as well had expressed his gratitude for having been colleagues for 10 years. Mr. Stahlberg had the privilege of having continued a friendship with Mr. Rich beyond retirement and had shared some of Mr. Rich's memoirs and special items related to LACLL. Mr. Stahlberg donated some historical Law Library memorabilia to the Law Library on Mr. Rich's behalf.

2. Public comment from LALL retiree Betsy Warner, who commented on the passing of LALL retiree Robert Rich. Ms. Warner added that she had the privilege to work with

Mr. Rich for 10 years and had gained and shared an incredible amount of knowledge with Mr. Rich in connection with the history of California and Los Angeles. Ms. Warner commented that Mr. Rich would be greatly missed.

3. Public comment from LALL staff member Sharon Boone, who commented on the passing of LALL retiree Robert Rich. Ms. Boone added that she too had the privilege to work with Mr. Rich and that he always was friendly and kind. Ms. Boone also thanked LALL retiree Ralph Stahlberg for having been present in Mr. Rich's life and continuing to help him through his final days.

4. LALL Executive Director Sandra Levin commented that Mr. Rich's family was the law library, and that his work and legacy are recognized and appreciated.

2.0 PRESIDENT'S REPORT

President Juhas commented that he was impressed with the upcoming Freedom of Information Day and the fingerprinting sessions and MCLE classes.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 23, 2019 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants.
- 3.3 Platinum Program Update for the month of January
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Discussion and Potential Action Regarding Not Filing an Insurance Claim for Damage from Burst Pipe
- 3.6 Confirmation of Continuing Need to Undertake Emergency repair of Pavement Damage Due to Burst Pipe
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

President Juhas requested a motion to approve items on 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 Mid-Year Budget Review and Amendment

ED Levin summarized the mid-year budget review and highlighted that Library revenues are not plummeting anymore and the mid-year budget position is favorable. ED Levin noted that One Time Funding revenues and expenses were reflected in the mid-year budget review as a separate column. Also noted was a slight increase in state filing fees. Trustee Landin asked if funding has bettered for all other county law libraries. ED Levin replied that CLLs statewide are experiencing a modest 3-5% increase within the past 2-3 years.

President Juhas requested a motion to adopt the attached projected forecast for FY2019 as the amended budget. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 6-0.

4.2 Staff Presentation: Public Computer Update

IT Manager Sonny Lew and Senior Director Jaye Steinbrick presented regarding the update to the public PC's in the Main Reading Room. Mr. Lew gave various examples of improvements, including going from virtual to solid state computers which have no moving parts and faster rebooting per session going from a 12 minute reboot to a 45 second reboot. Also noted was the transition from Windows 7 to Windows 10, Office 2010 to Office 2016 and a user friendly interface on all computers, allowing patrons to navigate more confidently and efficiently.

The Trustees expressed that they appreciated the improvements and were impressed with the technology. No action was requested or taken.

4.3 Discussion and Potential Action Regarding Increase to Executive Director Compensation

Deferred to the March 27, 2019 Regular Board Meeting.

5.0 CLOSED SESSION

5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director

Deferred to the March 27, 2019 Regular Board Meeting.

6.0 AGENDA BUILDING


There were no items for agenda building.

7.0 EXECUTIVE REPORT

ED Levin announced the beginning of the Law Day series as a revamp of Law Week. The first of the series was to begin with Freedom of Information Day including an upcoming panel discussion on March 19.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:52pm in memory of Robert Rich who worked at the Los Angeles County Law Library for 10 years from 1999 – 2009. Mr. Rich worked as a Reference Librarian. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 27, 2019 at 12:15pm.


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