

**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 25, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 25, 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
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Judge Michael Stern
Susan Steinhauser, Esquire

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

Vice-President Court determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:24pm.

1.0 PUBLIC COMMENT

No requests for public comment were received

2.0 PRESIDENT'S REPORT

Vice-President Court commenced the Retirement Commendation presentation to Olivia Nuno, who retired from Los Angeles County Law Library on August 16, 2019 after 33 years of service, from 1986-2019. Mrs. Nuno was present at the meeting and accepted the retirement commendation and commemorative crystal book. Photos were taken.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 24, 2019 Regular Board Meeting
- 3.2 Review of June and July Financials and List of July and August Checks and Warrants.
- 3.3 Receipt of Platinum Program Update for the month of July and August

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

4.0 DISCUSSION ITEMS

- 4.1 Review and Approval of the Annual Report to the Board of Supervisors

Vice-President Court commended staff on the incredible report to the Board of Supervisors. Trustee Klein noted the dramatic increase in programs available to the public over the years. ED Levin added a special thanks to the law library staff for their hard work and continued excellence in providing service for the public.

Vice-President Court requested a motion to approve the Annual Report to the Board of Supervisors. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 6-0.

- 4.2 Fire-Life-Safety Updates

Senior Director Jaye Steinbrick presented before the board the updates regarding the law library's fire, life and safety protocols. SD Steinbrick demonstrated an evacuation map noting emergency exit doors and various intended improvements. Trustee Stern inquired about the possibility of book stacks catching fire and if sprinklers should be installed. SD Steinbrick answered that there are multiple fire extinguishers on every floor and ED Levin added that a sprinkler system would further damage any books should they erroneously activate. Vice-President Court thanked SD Steinbrick for his time, work and research.

No action was requested or taken.

- 4.3 Staff Presentation: Update Regarding Remote Locations

Senior Librarian, Linda Heichman, presented before the board an update on Remote Locations, mentioning the law library's presence at 11 other locations including Superior Courthouses and partnerships with other public libraries. The Board commented on the value and need for these remote locations and commended Staff for the improvement in access seen over recent years. Vice-President Court mentioned the reopening of the courthouse in Beverly Hills next to BHPL, in case the library would be interested in partnering in the future. Trustee Steinhauser inquired if branch and partnership locations have flyers. Senior Librarian Heichman answered yes, as well as noted the classes and

workshops offered at some of the locations such as Torrance, Long Beach, Santa Monica and Pasadena.

No action was requested or taken.

5.0 CLOSED SESSION

5.1 Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9 (d)(1)); *Palmer vs. Longteur* Case No. 19STCV18166

No reportable action was taken.

6.0 AGENDA BUILDING


There were no items for agenda building.

7.0 EXECUTIVE DIRECTORS REPORT

ED Levin announced Pro Bono Week programming including the recent addition of the Citizenship Assistance Workshop sponsored by the Mayor's Office. Also mentioned was the California Lawyers Association (CLA) and Bet Tzedek presence at the Public Legal Services Fair on Saturday October 26th. CLA will be making their debut presence as an entity at the Legal Services Fair which is exciting and an honor for the law library.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:34pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 23, 2019 at 12:15pm.


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