

**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 26, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 26, 2020 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:** Ann Marie Gamez, Executive Assistant  
Marcelino Juarez, Finance Manager

President Juhas 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.

**1.0 PUBLIC COMMENT**

LALL patron, Lee Paradise, commented before the board that he filed a complaint against the law library recently with the southeast Judicial District.

LALL Patron, Patricia McAllister, spoke before the board on various issues regarding the out of order public computers, the outdated copy center, links for online research and the mid-year budget.

ED Levin responded to P. McAllister's public comment, noting that the copiers will soon be replaced and clarified that the links on the library website are what is available publically. ED Levin also clarified that certain publishers do not allow remote access to

databases. Trustee Landin inquired as to whether the LALL website explains “why” certain databases are not available. ED Levin added that the library would look into it.

## **2.0 PRESIDENT’S REPORT**

President Juhas announced that Judge Rico would be retiring as an LA Superior Court Judge by the end of February, and his last day as a Los Angeles County Law Library Board member would be February 26, 2020. Trustee Rico added that he has enjoyed his time and it has been a pleasure to be a member of the LACLL Board of Trustees from 2015 to 2020.

## **7.0 EXECUTIVE DIRECTORS REPORT (Taken Out of Order)**

ED Levin introduced LA Law Library’s newest IT staff member, Alfredo Ritta, as Help Desk Analyst.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the January 22, 2020 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants.
- 3.3 Authorization to Bind Workers Compensation Insurance

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 FY 2019-20 Mid-Year Budget and Financial Forecast

ED Levin, Finance Manager Juarez, and Sr. Director Steinbrick, presented before the Board a summary of the mid-year budget and forecast. Some highlights mentioned were the financial support from the One Time Funding (OTF) allocation and the better financial forecast due to low staff expenses and low depreciation expenses. Trustee Steinhauser inquired as to why parking revenue would be decreasing. Sr. Director Steinbrick responded that e-filing has reduced the number of short term parking clients and also the parking vendor does not use parking apps or online reservations which some parking competitors offer their clientele. Online parking features are to be included in the upcoming RFP. Trustee Steinhauser inquired about Room Rentals and whether new marketing strategies should be explored. Trustee Stern recommended placing an ad on rental space in the monthly consumer lawyer or defense attorney magazines.

President Juhas requested a motion to adopt the projected forecast for FY2020 as the amended budget. So moved by Trustee Court, seconded by Trustee Landin. The motion was approved, 6-0.

4.2 Staff Presentation: Freedom of Information Day

Managing Librarian for Legal Education, Ryan Metheny, gave a brief summary regarding the upcoming Freedom of Information Day on March 24<sup>th</sup>, which would include an all-day line up of classes and a discussion panel on Access to Personnel Records Tuesday evening. Trustee Landin asked if there were computers to do PACER. R. Metheny responded yes and that the library has a computer lab. Trustee Steinhauser asked how many people generally attend classes; R. Metheny answered roughly 25-30 or more. Trustee Steinhauser asked how the library advertises. ED Levin responded that such flyers are sent to elected officials offices, libraries, city and county offices and via the mailing list.

No action taken.

5.0 **CLOSED SESSION**

5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

No reportable action.

6.0 **AGENDA BUILDING**

There were no items for agenda building

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:26pm in memory of Michiko Yamamoto who served at the Los Angeles County Law Library from 1962-1987 as the Secretary to the Head Librarian. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 25, 2020 at 12:15pm.

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

