

**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.**

March 25, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 25, 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. All Trustees indicated as present participated by telephone.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court

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 12:15 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
President Juhas thanked the staff for doing a great job during challenging times.

3.0 CONSENT CALENDAR
3.1 Approval of Minutes of the February 24, 2020 Regular Board Meeting
3.2 Review of January Financials and List of February Checks and Warrants.

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

4.0 DISCUSSION ITEMS
4.1 Approval of Library Closure, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

ED Levin summarized the position of the law library in light of the novel Coronavirus emergency. ED Levin explained that LALL was closed to the public as of March 17, 2020, but that electronic resources were still available as well as Reference Librarians on chat, email, e-delivery and phone. Many of the classes and workshops that had been scheduled for the coming weeks were being recorded and telephone appointments were made for Lawyers in the Library consultations.

LALL Staff established proposed Work From Home protocols to be able to continue providing access to information, while aligning itself with the declared state of emergency. ED Levin thanked all of Staff for pulling together over the past weeks, to continue to make the library accessible. Under the proposal, very minimal staff would be present at the library during limited hours to attend to tasks that could not otherwise be done from home. The proposal provides for staff to continue to be paid their normal hours during the library closure so long as they remain available to work and complete projects and tasks from home as assigned.

Trustee Steinhauser inquired what other county law libraries were doing. ED Levin replied that there were closures throughout the state and that County Law Libraries continue to try to advocate for funding although the Legislature's budget discussions are on hold due to the crisis. Trustee Steinhauser also noted a memo on Domestic Violence peaks during the closures, and how the law library is a critical resource during these times of uncertainty.

President Juhas requested a motion to 1) ratify the actions taken to date to implement the closure; 2) approve the limited staffing plan attached, including continuing payroll as usual; and 3) authorize the Executive Director to make adjustments and changes within the spending authority already provided in the Law Library Governance Resolution and report back to the Board with regular updates.

So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was approved, 5-0.

6.0 AGENDA BUILDING


There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT

ED Levin noted that there was still an open seat on the Board of the LA County Law Library since Judge Rico had retired in February. ED Levin and Trustee Steinhauser announced the cancellation of the 2020 Gala. Both honorees, Justice Edwood Lui and Rose Matsui Ochi, were contacted. It was established that a smaller gathering would be scheduled and captured on video to be displayed and shared.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:38pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 15, 2020 at 12:15pm.


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