

**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 24, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 24, 2021 at 12:15 p.m. via Zoom 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
Judge Michelle Williams Court
Kenneth Klein, Esquire (joined 20 minutes into the meeting)
Judge Dennis Landin
Judge Yolanda Orozco
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 12:17 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 announced the recent passing of Daniel Greenburg, spouse to LACLL Trustee Susan Steinhauser. President Juhas expressed deep sympathy and condolences on behalf of the Law Library and the Board of Trustees. President Juhas reminded that the Board meeting would adjourn in memory of Daniel Greenberg and Rose Matsui Ochi, who passed in December of 2020. Rose Matsui Ochi was a 2020 Beacon of Justice recipient.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 27, 2021 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 Landin, seconded by Trustee Orozco. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 FY 2020-21 Mid-Year Budget and Financial Forecast

ED Levin summarized the forecasted budget, requesting that the mid-year forecast be adopted as the budget, and that the budget be revised. Judge Orozco asked how do we know the library's finances will be okay. ED Levin replied that the library has healthy reserves. If revenue continues to drop as it has been or if supplemental funding is not provided by the state, then in the longer term, the library would need to take belt-tightening measures. However, those cuts do not need to be made prior to knowing the longer term prospects. It is not expected that revenue will continue to decrease as COVID begins to open up and we transition back into the pre COVID level and staff is optimistic that the state will provide supplemental funding.

President Juhas appointed Trustee Court, Trustee Landin and himself to act as the advisory Budget and Finance Committee for FY2021 (including comments on the FY2022 budget).

President Juhas requested a motion to approve and adopt the attached, projected forecast for FY2021 as the amended budget. So moved by Trustee Orozco, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.3 Staff Presentation: Business Series (Taken Out of Order)

Managing Librarian for Members Program and Legal Education, Ryan Metheny, presented to the Board of Trustees regarding the current cycle of the Business Series classes. Since the series has transitioned to online classes, the number of registrants had increased significantly. R. Metheny also displayed the flyer being used to market the class series. The series includes 14 classes, over the span of 3 to 4 months. Also mentioned was that the class series is free of charge thanks to continued sponsorship by Pacific Western Bank and the Friends of the Los Angeles County Law Library. R. Metheny also shared a few comments from patrons who attended the classes. Trustees thanked R. Metheny and staff generally for this very helpful program.

No action requested or taken.

4.2 Consideration of Change in Benefits of Executive Director

As part of the comments made during the Executive Directors Performance Evaluation, the Board of Trustees requested that the benefits of Executive Director, Sandra Levin. Trustee Klein recommended that in lieu of a raise or monetary merit bonus for 2020, that the Board approve adding two additional weeks of vacation accrual per year, effective immediately, for 2021 and onward. Trustees expressed approval of ED Levin's performance and the requested additional vacation accrual.

Board Trustee Klein requested a motion to approve two extra weeks of vacation accrual per year, effective immediately and continuing onward. So moved by Trustee Stern, seconded by Trustee Court. The motion was unanimously approved, 6-0.

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 was taken on Closed Session Item 5.1.

6.0 AGENDA BUILDING

There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT

No report

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned in memory of Rose Matsui Ochi and Daniel Greenberg at 1:25pm.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 24, 2021 at 12:15pm.



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