

**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.**

April 28, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 28, 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
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern

Trustees Absent: Kenneth Klein, Esquire
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

No public comment.

2.0 PRESIDENT'S REPORT

President Juhas gave a big thank you to Executive Director, Sandra Levin and Senior Director, Jaye Steinbrick for their superb work on the production of the 2021 Gala.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 24, 2021 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants.
- 3.3 Receipt of FY20-21 Quarter 3 Statistics

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

4.0 DISCUSSION ITEMS

4.3 Report on Beacon of Justice Gala and Acknowledgment of Honorees (TAKEN OUT OF ORDER)

Executive Director, Sandra Levin, gave a special thank you to Senior Director, Jaye Steinbrick, and his staff for their work and contribution to the production of the 2021 Gala. ED Levin also added that the virtual Gala had good attendance and the program was received very well. However, all are looking forward to an in person event in future years. Donations were also well received with higher proceeds to the library than in past years, due to the reduced expenses of a virtual setting rather than in person. A video of the event will also be available on the Friends website soon. Judge Orozco and Judge Juhas also shared what a pleasant experience the virtual gala was.

No action was requested or taken.

4.2 Approval of New Memorandum of Understanding with SEIU Local 721 (TAKEN OUT OF ORDER)

ED Levin presented the MOU for final approval by the board. Judge Orzoco commented on the length of the MOU and was pleased to see that negotiations went smoothly. ED Levin mentioned that MOU's are usually long in order to document procedures in the events of disputes and other legal formalities. Fortunately the library has a good relationship with the union and the library generally does not need to use many of the articles, but they are there in case they are needed.

President Juhas requested a motion to approve the amended SEIU Local 721 Memorandum of Understanding for April 1, 2021 through March 31, 2023. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.1 Approval of Revised Rules of Conduct (TAKEN OUT OF ORDER)

ED Levin summarized the added language regarding Health and Safety for the Rules of Conduct. The Patron Expectations is presented as an added set of guidelines relating to the current COVID-19 protocols and compliances. As many of the COVID-19 compliance rules change frequently, the Patron Expectations would change as needed in order to comply with state and local health and safety guidelines. Judge Orozco asked if signs and placards have been posted in the library. ED Levin replied that the library would have signs on easels, as well as on flat surfaces such as tables and counter areas, and they will also be posted on the library website. As the library approaches the reopening, the signs will be in accordance to the most current guidelines.

President Juhas requested a motion to approve the amended Rules of Conduct. So moved by Trustee Orozco, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

5.0 AGENDA BUILDING

There were no items for agenda building


6.0 EXECUTIVE DIRECTORS REPORT

Judge Juhas mentioned concern for the safety of patrons and staff due to upcoming exposure to one another. Judge Juhas is hopeful that there is encouragement for staff to be vaccinated. ED Levin replied that the library is encouraging staff to get vaccinated and is hopeful that staff will be 100% vaccinated by June 1st with the exception of those that have a conflict due to health or religious

reasons. Judge Landin asked if the fencing around the building would be removed, ED Levin explained that the fence is protecting the landscaping and at some point will come down, however at this time, it will remain. The library is hopeful that the fence will come down by June 1st, and if not then shortly thereafter. ED Levin added that June 1st is the proposed reopening date for patrons to visit the library by reservation only, beginning with three patrons at a time. Staff is scheduled to begin transitions back into the library during the month of May.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:54pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 26, 2021 at 12:15pm.



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