

**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.**

May 26, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 26, 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

Trustees Absent: Kenneth Klein, Esquire
Susan Steinhauser, Esquire
Judge Michael Stern

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 12:20 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
No President's report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 28, 2021 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants.
- 3.3 Approval of Life Insurance for Part-Time, Eligible Employees through AFLAC and Approval of Renewal of All Lines of Insurance Coverage with Guardian.
- 3.4 Approval to Bind Coverage Effective July 1, 2021 for A Total Premium not to Exceed \$269,400.

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 4-0.

4.0 **DISCUSSION ITEMS**

4.1 Review of Operating Budget FY 21-22

Executive Director, Sandra Levin, gave a summary on the presented operating budget for FY21-22, noting that the Law Library has adequate reserves to withstand current financial challenges assuming that filing fees continue to rebound. As a spending safety measure, the Staff added furlough time and additional, potential cuts should funding not be awarded at the state level. Judge Court added that the Budget & Finance Subcommittee had met a week prior to this meeting and were in full agreement with the proposed budget. Additional potential cuts were noted for the Board's consideration, but not recommended.

The Board asked questions and discussed the proposed budget. President Juhas requested a motion that the Board approve the proposed budget in concept and schedule the budget, and any implementing documents, for consideration and final approval on the discussion calendar at the June meeting. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 4-0.

4.2 Staff Presentation Regarding Brown Bag Series

Managing Librarian, Public Interest, Janine Liebert, gave a brief summary on the annual Brown Bag Series presented in collaboration with So Cal Pro Bono Managers and partners which is a series of classes targeted towards summer law clerks, law students, summer associates, local law firms, fellowships, etc. Traditionally this has been held in person at LALL. This year, as was the case last year, the classes will be held virtually. Classes included are, Identifying and Managing Compassion Fatigue, Legal Aid as Racial Justice Work, and Post Graduate Fellowship Programs. Judge Landin inquired and was interested in sharing the notification of such classes with court externs. Judge Orozco also expressed interest and gratitude for the classes. ED Levin welcomed the Board and their extended staff and colleagues to register for the classes.

No action taken.

5.0 **AGENDA BUILDING**

There were no items for agenda building

6.0 **EXECUTIVE DIRECTORS REPORT**

ED Levin shared the welcome back flyer and post on the Library website. Opening day is scheduled for Tuesday June 1st with three appointments in the morning and three in the afternoon for the first week, then doubling reservations the following week, and so on as the Library acclimates through the reopening phases. Reservations to visit the Library can be made through the Library website. Remote services will remain available to the extent feasible as the Law Library reopens.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:57pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 23, 2021 at 12:15pm.



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