

**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.**

August 25, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 25, 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 remotely via Zoom.

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 12:25 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Jaye Steinbrick made a public comment on behalf of Paula Hart's retirement from the law library. He thanked her for all her service at the Torrance Courthouse over the years. J. Steinbrick worked with Paula since 2006 and congratulated her on a well-deserved retirement.

Linda Heichman who worked as Paula Hart's Supervisor since 2011, made a public comment congratulating her on her retirement and describing the retiree as an amazing person, with so much energy and dedication put into the Torrance Branch. P. Hart offered continuous service and weathered through all the changes of the Torrance Courthouse.

Renee Anderson from SEIU also commented on Paula Hart's retirement and her 49 years of service with LA Law Library. R. Anderson thanked P. Hart for her commitment and membership to the SEIU Local 721 union. R. Anderson recognized the efforts P. Hart made as a Bargaining team member and her work on various MOU's for the protection of her co-workers. R. Anderson wished her an enjoyable retirement filled with travel!

Sharon Boone thanked Paula as a mentor, a friend, and as a co-worker. S. Boone acknowledged the formation of the union initiated by P. Hart and Gilbert Acuna. S. Boone recognized the work and efforts put into the MOU negotiations, and for all the leadership P. Hart provided, noting the lives that have changed because of the union efforts. S. Boone wished her a well-deserved happy retirement after 49 years of service.

Mary Garcia thanked Paula Hart for her time and experience at LA law library. M. Garcia recognized P. Hart as an instrumental part in M. Garcia's development at the law library, helping her grow as a library professional, having started as a Branch Assistant. M. Garcia was thankful for P. Hart's friendship, guidance and mentorship and wished her all the best in her retirement.

4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)

4.1 Presentation of Retirement Commendation for Paula Hart

Executive Director, Sandra Levin congratulated Paul Hart on her retirement after being of service to LA Law Library for 49 years. ED Levin noted that P. Hart's service has had a significant impact in developing the Torrance Branch over the years. ED Levin also presented the Retirement Commendation that was signed by the Board of Trustees, and explained that there were two original copies signed so that one may be on display at the Torrance Branch. As well, ED Levin presented P. Hart with the traditional Crystal Retirement Book with a personalized engraving marking Paula Hart's 49 years of service to the law library. ED Levin added sentimental words towards P. Hart, and invited her to visit the library when time allows.

Paula Hart commented on her time working at the law library since 1972, and all of the relationships she has made with Co-workers, Union Members, Patrons and Directors. Retiree P. Hart expressed much love and gratitude towards the Law Library for all the opportunity and great memories over the years. P. Hart also mentioned her interest and willingness to visit and maybe volunteer at the Law Library for special events.

President Juhas commended Paula Hart on 49 years of service and recognized that the commitment of 49 years speaks volumes of her as a person. President Juhas congratulated her on a well-earned retirement while also welcoming P. Hart to visit the library in the future.

No action was requested or taken.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 28, 2021 Regular Board Meeting
- 3.2 Review of June Financials and List of July Checks and Warrants.
- 3.3 Approval of Revised Job Description: Facilities Clerk
- 3.4 Approval of the Annual Report to the Board of Supervisors

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

4.0 DISCUSSION ITEMS

- 4.2 Update Regarding Reopening, COVID-19 Policies and Procedures and Remote Service Options

ED Levin gave a brief summary on the current updates regarding the COVID-19 policies, procedures and guidelines. The library operations and assistance will continue to be onsite M-F during regular library hours and remote service M-Sat. The law library has not experienced pre-COVID crowds however patrons are coming in. A high demand for remote services continues. The law library is still not conducting any in person classes, however in person classes will start in October. Free e-delivery is still in effect and may continue on a limited basis after the pandemic. The library will also begin an in-person but scaled down version of Lawyers in the Library in October. The last week of October is the annual Pro Bono Week event which will largely be conducted remotely with only two days offering in-person classes. Mask wearing continues to be mandated when inside the building for staff and patrons. Isolation protocols for staff who are ill are still in effect according to the CDC guidelines. The Law Library has had no spread of any illness or COVID outbreak. Unvaccinated staff begins weekly testing this week with full vaccination required for all staff by early October, unless qualified for medical or religious exemption.

Judge Orozco asked if the Law Library envisioned any staff member refusing the vaccination and what is the consequence. ED Levin replied that she did not foresee any problems with staff becoming fully vaccinated, but in the event that there was an issue, loss of employment would be the ultimate consequence. ED Levin added that a meeting with the union on vaccination mandates is set to take place in the following week.

President Juhas also noted that the trend is to enforce vaccination and weekly COVID tests.

No action taken.

5.0 AGENDA BUILDING

There were no items for agenda building

6.0 EXECUTIVE DIRECTOR'S REPORT

ED Levin mentioned that the Brown Act Exemption that allows for remote public meetings is set to expire September 30. However there is pending legislation that may extend the remote public meetings.

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, October 20, 2021 at 12:15pm.


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