

**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.**

**October 20, 2021**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 20, 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:**

Kenneth Klein, Esquire  
Judge Dennis Landin  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:**

Judge Michelle Williams Court  
Judge Mark Juhas  
Judge Yolanda Orozco

**Senior Staff Present:**

Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director

**Also Present:**

Marcelino Juarez, Finance Manager  
Ann Marie Gamez, Executive Assistant

Trustee Steinhauser determined a quorum to be present, convened the meeting at 12:23 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

**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 August 24, 2021 Regular Board Meeting
- 3.2 Review of July & August Financials and List of August & September Checks and Warrants.
- 3.3 Review and Approval of 1<sup>st</sup> Quarter Statistics of FY21-22
- 3.4 Approval of HR Generalist Job Description
- 3.5 Update on Platinum Members Program

Trustee Steinhauser requested to remove item 3.3

Trustee Steinhauser requested a motion to approve the Consent Calendar except item 3.3. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

Trustee Steinhauser stated being impressed by the number of classes and speakers during the library closure and also commented on Lawyers in the library attendance and asked whether attendance had always been tracked. ED Levin replied the library started tracking telephonic participation when the program went telephonic during the pandemic. Trustee Steinhauser also noted the registration count for some programs is roughly twice as high as actual attendance count, to which ED Levin replied that it is normal to see such patterns.

Trustee Steinhauser requested a motion to approve Consent Calendar item 3.3. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

#### **4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)**

##### **4.4 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2021**

Engagement Partner Frances Kuo of The Pun Group summarized the purpose, function and findings of the Financial Audit for FY2020-21. F. Kuo noted that library management was very helpful providing all documentation requested in order to fully understand the overall operations of the LA County Law Library. Trustee Landin inquired how the law library compares to other government agencies. F. Kuo replied that the library was in a safer economic place because of the State Funding that was granted. Many other government organizations do not receive even one time state funding.

Trustee Steinhauser requested a motion to accept the Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2021 and the Draft AU-C260 Letter. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

##### **4.1 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors**

ED Levin noted that this item of discussion is a standard annual reoccurrence to appoint or renew members of the Board of Directors for the Friends. The Friends board is recommending that the LACLL Board of Trustees approve the nominees listed in the staff report. ED Levin also mentioned being very grateful for the Friends Board for all the benefits they provide for the library. Trustee Steinhauser gave a brief background, history and relationship to the law library for each of the nominees. Trustee Steinhauser added that the Friends help with Gala, grants and raising additional funds and law library visibility. Trustee Steinhauser also announced Justice Lavin and Margaret Morrow as the Beacon of Justice recipients for 2022.

Trustee Steinhauser requested a motion to approve the aforementioned Friends of the Los Angeles County Law Library Board of Directors appointments for the terms identified. So moved

by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

#### 4.2 Approval of Borrowing Rules and Members Borrowing Rules

ED Levin summarized the amendments to the Borrowing Rules. The revision offers clarity on the Borrowing cards not being allowed for minors or for closed accounts.

Trustee Steinhauser requested a motion to approve the attached amended Borrowing Rules and Members Program Borrowing Rules. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved, 4 ayes – 0 noes.

#### 4.3 Approval of Revised Rules of Conduct

ED Levin clarified that the amendments for the Rules of Conduct which include that any patron may not leave their materials unattended. Trustee Steinhauser asked for clarification on when materials are unattended since many users often leave their work opened while they are still researching the current materials on their desk. ED Levin replied that the library collects materials 10-15 minutes before closing and when materials are left unattended with no personal belongings. Trustee Klein asked if patrons were aware that materials may be picked up and re-shelved, ED Levin replied yes, there are signs and the addition to the Rules will add clarity.

Trustee Steinhauser requested a motion to approve the attached, amended *Rules of Conduct*. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved, 4 ayes – 0 noes.

#### 4.5 Staff Presentation on E-Books

Senior Librarian for Reference and Research, Austin Stoub, presented before the board a power point and examples of E-books. A. Stoub introduced 'Alexis Digital Library', an e-book library, which will be available to patrons soon. Patrons will be able to enter their library card number which gives them access to their e-book library, books they borrowed from the law library. A. Stoub also presented navigating tools and ways in which a patron could browse and "borrow" within the websites services.

No action requested or taken.

### 5.0 **AGENDA BUILDING**

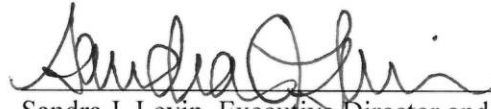
Trustee Stern requested a census of library employees by racial and ethnic makeup.

### 6.0 **EXECUTIVE DIRECTOR'S REPORT**

ED Levin confirmed that the 2022 Gala will be April 6, 2022. Pro Bono Week is scheduled to launch in the next week and asked the Board to consider attending some of the classes such as the panel discussion on Homelessness on Thursday Oct. 28th. Trustee Steinhauser requested to receive a deliverable flyer for the event. ED Levin also noted the Board will need to adopt a resolution every 30 days to continue to meet remotely per the updated Brown Act Guidelines.

7.0 **ADJOURNMENT**

It was requested that the meeting be adjourned in memory of John Mataras, who worked as the Building Engineer for LA County Law Library from June 2000 to February 2014. There being no further business to come before the Board, the meeting was adjourned at 1:30pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 17, 2021 at 12:15pm.

A handwritten signature in cursive script, appearing to read "Sandra J. Levin", written over a horizontal line.

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