

**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.**

November 17, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 17, 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
Kenneth Klein, Esquire
Judge Michelle Williams Court
Judge Dennis Landin
Judge Yolanda Orozco
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: None

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 12:23 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote. Kenneth Klein joined the meeting at 12:35pm.

0.0 RESOLUTION

President Juhas motioned to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Orozco seconded by Trustee Court. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

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 October 20, 2021 Regular Board Meeting

3.2 Review of September Financials and List of October Checks and Warrants.

- 3.3 Approval of 2022 LA Law Library Holiday Calendar
- 3.4 Approval of 2022 Board of Trustees Meeting Schedule
- 3.5 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2021
- 3.6 Approval of Revised IT Director Job Description
- 3.7 Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Court. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.0 DISCUSSION ITEMS

4.1 Approval of Revised Fines and Fees

ED Levin explained the need for regular review and update of the schedule of fines and fees, noting that most charges at the Law Library are fines, not fees. ED Levin reported that Staff has analyzed and reviewed all charges and determined that anything that is not a penalty charge is a reasonable charge, significantly less than the cost of providing the service and reasonably related to the service we are providing. Judge Landin asked who had the authority to waive any fines. ED Levin replied that she does, by setting forth a policy and criteria for other Supervisors and Managers to use as a guide when needing to make that decision (e.g., if a patron was hospitalized, late fees would be waived). Trustee Steinhauser asked what the public policy was between charging less than the cost. ED Levin answered that the library does want the service to be available to all patrons. Charging full cost of services could be prohibitive in some instances. It is a balancing of access for those in need and the cost of the service.

President Juhas requested a motion to approve the attached Schedule of Fees and Charges effective upon publishing on the Law Library website and in print in the Law Library. So moved by Trustee Landin seconded by Trustee Court. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.2 FY2021-22 1st Quarter Budget Review

ED Levin gave the Board a brief review of the 1st Quarter Budget of FY22. Trustee Orozco asked how 3.1 million one-time funding dollars would be spent. ED Levin answered that a preliminary meeting was to take place the following day with the Finance Budget Sub-Committee. After that, a more detailed report would be presented to the Finance Committee and the Committee's recommendations would be brought to the rest of the Board. Trustee Orozco asked if there were any restrictions and if all funds had to be spent within the year. ED Levin answered that spending was not formally restricted but we must bear in mind what legislators would like us to do with the funding. Fortunately, the Legislature's goals are in line with the Law Library's goals, to help self-represented individuals navigate the legal system. There is also no time limit on how soon the money needs to be spent, but also to keep in mind that legislators would like to see movement on the goal.

No action requested or taken.

4.3 Addition of Community Resource Specialist Position and Approval of Job Description

ED Levin introduced the idea of a new position at the Law Library, a Community Resource Specialist. This position would augment the current services that tend not to be legal in nature but are prevalent to patrons. The new position would be well integrated with county, legal aid, mental resources and other types of resources in the community. The CRS would be trained and equipped to collaborate with the County and make warm referrals to the county system. The CRS would offer information that patrons need on housing, health services, government benefits that are beyond the legal side and other practical things that would help patrons stay on track with their legal remedies. The CRS could also bring a better sense of calm to the library as they offer patrons the opportunity to process the information differently and slowly. ED Levin added that high stress levels will keep people from being able to process the information they are being given. President Juhas asked if this was a Social Worker position. ED Levin replied yes, but the Community Resource Specialist would not be opening cases like a County Social Worker would. Trustee Court expressed excitement for this position and believed it to be a higher level of service to patrons with an increase to access to justice. Trustee Klein asked what arguments would be against this position. ED Levin replied that cost and liability is always a risk, but with the one-time funding and disclosure forms, it would be managed properly.

President Juhas requested a motion to approve the attached job description and the creation of a Community Resource Specialist position at the Law Library. So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 7 ayes – 0 noes.

4.4 Staff Presentation: Pro Bono Week After-Report

Managing Librarian for Public Interest, Janine Liebert, gave a review of the recent 2021 Pro Bono Week event, noting that the 10th annual PBW celebration was the most ambitious one to date. The library had a hybrid format with in person days and days that were Zoom based. Instead of an in person Legal Services Fair on Saturday which would be traditional, the library did a back to back day of Ask A Lawyer classes that covered a wide range of topics such as Landlords & Tenants and Probate. The library added new topics on current events and other related topics such as homelessness which included a well received a panel discussion with figures such as State Senator Sydney Kamlager. The PBW lineup also included a Book Discussion, an in person Conservatorship Clinic, in person Lawyers in the Library, seven MCLE trainings to provide further Pro Bono services and several other classes. J. Liebert also noted that the lineup also included Spanish language coverage for LITL and some pre-recordings. ED Levin thanked all the individual key players in the PBW event planning and for all the support by the departments of the library including Communications and IT.

No action taken.

5.0 AGENDA BUILDING

6.0 EXECUTIVE DIRECTOR'S REPORT

ED Levin mentioned that that Staff Holiday Party would be via Zoom in December.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:11 pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 15, 2021 at 12:15pm.

A handwritten signature in black ink, 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