

**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.**

December 15, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 15, 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
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Michelle Williams Court
Judge Dennis Landin
Judge Yolanda Orozco

Senior Staff Present: Sandra J. Levin, Executive Director

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:26 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

0.0 RESOLUTION

President Juhas requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

1.0 PUBLIC COMMENT

Patron, Beata Kaminska, addressed an issue to the Board regarding her communication with Law Library Security and her bike being stolen from the front patio of the library building on the early evening of Nov. 2, 2021. Ms. Kaminska commented on poor and inappropriate behavior from security towards her. Ms. Kaminska said she has not received a copy of the video surveillance footage, nor any response from the library.

ED Levin replied to the Ms. Kaminska's public comment, confirming that the library does not have any cameras in place that record surveillance on the patio. ED Levin also added that the library has attempted to call to arrange an appointment, and has sent emails with a response to Ms Kaminska's comment form, and also responded to her attorney via USPS. ED Levin also added that the library had received a message from LAPD regarding the incident. ED Levin added that

the library would continue to try and reach her to make an appointment with the Executive Director.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the November 17, 2021 Regular Board Meeting

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

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

4.0 DISCUSSION ITEMS

4.1 Presentation Regarding Performance of UBS Investments

ED Levin excused herself from the discussion to avoid the appearance of a conflict of interest as an account holder with UBS Investments. Finance Manager, Marcelino Juarez, introduced Kelly Jay of UBS Investments. M. Juarez summarized why the library invested in UBS services, commenting that the law library as a government organization, is restrained on how to invest cash reserves. The library was instructed by the Board to explore investment options for a potential bigger cash return. Since then, the Board has approved bonds that were recommended at \$4 million dollars, authorizing UBS Investments to manage and maintain the reserves account. Mr. Kelly gave a brief summary and update of the UBS Investments for the library.

No action requested or taken.

4.2 Approval of Positions and Job Descriptions for Librarian Public Interest and Senior Librarian Public Interest

ED Levin gave a brief summary on the expansion of a new position and one promotional position for the Public-Interest team in order to expand the Public-Interest programming at the law library such as Lawyers in the Library and Ask A Lawyer. The current Managing Librarian would move up to a Senior Librarian, who would then manage a new Librarian for Public Interest. Trustee Steinhauser commented on the incredible amount of work done by the small team for Public Interest, and is supportive of the idea to expand the team to implement the current programs and to initiate new ways of servicing the public. Trustee Steinhauser was pleased with the usage of the One Time Funding provided by the State.

President Juhas requested a motion to approve the positions and attached job descriptions to augment the Public Interest programming at the Law Library. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

8.0 EXECUTIVE DIRECTOR'S REPORT (Taken out of Order)

8.1 Update Regarding Survey on Race, Ethnicity and Gender

ED Levin gave an update on the staff's race, ethnicity and gender survey results as requested by the Board of Trustees. A graph with the results was provided to the Board and included in the public packet. Staff was also asked whether they would be interested in having gender indicated on business cards and email signature blocks.

No action requested or taken.

5.0 CLOSED SESSION

**5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957);
Title: Executive Director**

6.0 OPEN SESSION

6.1 Consideration of Bonus for Executive Director

Trustee Klein recommended that ED Levin receive a 2% bonus as a result of an outstanding Performance Evaluation. The 2% bonus is meant to match the rest of Staff who received the 2% bonus in prior months. Trustee Klein congratulated and thanked ED Levin for the unyielding work that has been implemented and maintained throughout the pandemic.

7.0 AGENDA BUILDING

9.0 ADJOURNMENT

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, January 26, 2022 and a Special Meeting is scheduled for Tuesday, January 11, 2022 at 12:15pm.


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

