

**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.**

**April 27, 2022**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 27, 2022 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 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.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Michelle Williams Court  
Judge Dennis Landin  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Susan Steinhauser, Esquire (arrival as noted below)  
Judge Michael Stern

**Trustees Absent:** Judge Yolanda Orozco (participated informally via Zoom)

**Senior Staff Present:** Sandra J. Levin, Executive Director (via Zoom)  
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 12:17 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:33pm.

**1.0 PUBLIC COMMENT**

Patron, Mr. Alcorn, spoke before the Board to compliment the ongoing maintenance and beautification of the library and its exteriors. Mr. Alcorn was thankful to have access to the library and appreciated the cleanliness.

Patron, Mr. T. Carter spoke before the Board of Trustees claiming racial discrimination by Security and by Staff. Mr. Carter also complained that there was a lack of professionalism, courtesy and response from the Executive Director and the Executive Assistant and that he has not received responses to his requests to meet with the Executive Director. ED Levin responded to the patron that responses were sent to him explaining that she would be happy to meet with him once he provided specifics regarding the nature of his claims. The Board of Trustees requested that Mr. Carter submit all correspondence to the Board via the Executive Director prior to the next Board Meeting.

## **2.0 PRESIDENT'S REPORT**

No President's Report.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the February 23, 2022 Regular Board Meeting
- 3.2 Review of January and February Financials and List of February and March Checks and Warrants
- 3.3 Approval of Revised Job Description
- 3.4 Review of Quarter 3 Statistics for FY 21-22

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

## **4.0 DISCUSSION ITEMS**

- 4.1 Confirmation of Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Level Parking Garage

ED Levin explained that there is an ongoing supply chain crisis impacting the ability to receive parts and complete the project. It will be completed as soon as possible. There is a potential risk at stake should there be a rainstorm or another severe weather event. For now, we are anticipating that the remaining sump pump will be fixed no later than the June Board meeting.

President Juhas requested a motion to reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the replacement and repair of the sump pumps. So moved by Trustee Court seconded by Trustee Klein. The motion was unanimously approved 5 – 0.

- 4.2 Staff Presentation: Freedom of Information Day

Senior Librarian of Reference & Research, Members and Legal Education, Ryan Metheny, summarized the events that took place on Freedom of Information Day including an in person Conservatorship Clinic and Lawyers in the Library Clinic; webinars such as an MCLE, a class on Defamation, and an Ask A Lawyer class on Free Speech, and finally a special panel discussion on Access to Government Files on UFO's and other Conspiracies via the Freedom of Information Act. The special webinars and in person programming were will attended. All webinars are available on demand on the library website. All members of the Board were pleased to see creativity in programming with special themes.

Trustee Steinhauser joined the meeting and discussion at 12:33pm.  
No action requested or taken.

## **5.0 CLOSED SESSION**

- 5.1 CONFERENCE WITH LEGAL COUNSEL: INITIATION OF LITIGATION (G.C. 54956.9(d)(4)). Number of Potential Cases: 1

No reportable action was taken.

The meeting was reopened to the public after the closed session

**6.0 AGENDA BUILDING**

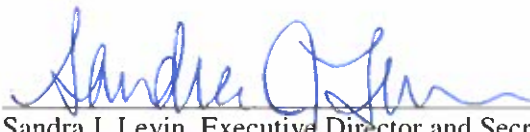
No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

**7.0 EXECUTIVE DIRECTOR REPORT**

No additional report was given.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:19pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 25, 2022 at 12:15pm.



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