

**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.**

February 22, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 22, 2023 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 Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Laura Seigle
Judge Michael Stern

Trustees Absent: Susan Steinhauser, Esquire (joined via telephone)

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 12:17pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

No president report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 25, 2023 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Confirmation of Compensation Increase and Bonus to Executive Director

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Court seconded by Trustee Landin. The motion was unanimously approved, 6 - 0.

4.0 DISCUSSION ITEMS

4.1 Authorization to Bind 2023-24 Workers Compensation Insurance

ED Levin gave a brief summary on the history of the law library's workers compensation, adding that the cost was expected to increase. However, the costs had actually decreased and the law library was offered competing bids aside from the State Compensation Fund. ED Levin added that the workers compensation provider, Chubb, had the best cost and value than the other bids. ED Levin thanked Marcelino Juarez, Kim Thach, Stuart Heinemann and Jaye Steinbrick for the diligence in working to keep the library a safe zone for staff and to maintain proper compliance with all parties. Trustee Court commented that the reduction of cost after so many years is a testament to the management of the library, while also crediting Finance and Facilities for their work.

President Juhas requested a motion to authorize Alliant to bind coverage with Chubb effective 03/01/23 at a total estimated premium of \$25,452, including mandatory surcharges. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved, 6 - 0.

4.2 Review and Approval of FY2022-23 Mid-Year Budget and Financial Forecast

ED Levin gave a brief summary on the status of the budget and financial forecast, mentioning that the revenue has suffered with the closure of the parking structure. ED Levin explained that if the library did not receive more funding from the State, then the budget in future years would need to be addressed, including but not limited to cutting costs on the library collection. Trustee Seigle inquired as to the process to cut or add to the collection. ED Levin replied that there are a number of reviews including from the Selector, the overall budget, and what material is considered essential for research needs, as well as what is considered to be unique and of historical value which thus makes the collection, 'special'. Trustee Stern asked what types of materials are cut. ED Levin answered that it is mostly duplicates, or duplicate formats, etc. Trustee Seigle asked if there was any money available on a national level. ED Levin replied that there is no national funding currently. Trustee Landin asked if whether we should assume that State funding will end. ED Levin replied that CCCLL continues to advocate for ongoing funding with the State but that it is a difficult budget year. President Juhas appointed Trustees Court, Landin and Seigle as the FY2023-24 Finance Committee.

President Juhas requested a motion to adopt the attached projected forecast for FY2022-23 as the amended budget and that the Board President appoint a Finance Committee for FY2023-24. So moved by Trustee Court seconded by Trustee Stern. The motion was unanimously approved, 6 - 0.

4.3 Review and Approval of Executive Director Job Description and Retention of Executive Search Firm

The Executive Search Committee, President Juhas and Trustee Court, approved the revised job description of the Executive Director, and discussed the recommended recruitment firm, Ralph Andersen & Associates, to fill the Executive Director position. Heather Renschler, has been assigned as Project Director for the recruitment. ED Levin also explained the various stages and materials produced by the recruitment firm such as creating a brochure for the position and working on the actual job description. The goal

is to send the approved job description to the recruiter, who will then make suggestions on verbiage.

President Juhas requested a motion to approve the attached Executive Director job description, subject to input from the recruiter once hired, and the retention of Heather Renschler with Ralph Andersen to conduct the recruitment for a new Executive Director at a cost of \$48,000. So moved by Trustee Court seconded by Trustee Landin. The motion was unanimously approved, 6 - 0.

4.4 Staff Presentation: Social Media Initiatives

Communications Manager, Leigh Saldana, Media Designer, Krit Maroj, and Communications Aide, Patricia Miramontes, presented to the Board the ongoing efforts to reach out to the public in hopes to bring awareness of the law library and its resources. One of the highlighted efforts in promoting the law library has been through a series of social media posts on Facebook and Instagram relating to the resources of the law library while capturing trending videos in order to attract a wider audience. The presentation was well received by the Board, and Trustee Court commented that the fun and successful project was another reason to love the library even more.

No action taken.

5.0 **CLOSED SESSION**

5.1 Conference with Labor Negotiator (G.C. 54957.6). Library Negotiator: Executive Director, Sandra J. Levin; Employee Organization: SEIU Local 721.

No reportable action.

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 Executive Director report.

8.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:29pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, March 22, 2023 at 12:15pm.


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