

**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.**

June 28, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 28, 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
Judge Laura Seigle
Judge Michael Stern

Trustees Absent: Kenneth Klein, Esquire (participated by telephone)
Judge Rosa Fregoso
Susan Steinhauser, Esquire

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager
Manuel Cardona, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:22pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Klein joined the meeting via telephone at 12:26pm.

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 April 19, 2023 Regular Board Meeting
- 3.2 Review of March and April Financials and List of April and May Checks and Warrants
- 3.3 Review and Approval of Executive Assistant Job Description Revision
- 3.4 Review and Approval of Guardian Dental, Vision, and Life Benefits Renewal

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Seigle seconded by Trustee Stern. The motion was unanimously approved, 4 - 0.

4.0 DISCUSSION ITEMS

4.1 Review of FY2024 Property & Liability Insurance Estimates and Authorization to Bind Coverage

Finance Manager Juarez introduce Robert Lowe, First Vice President of Alliant Insurance Services, Inc. to the board. Mr. Lowe explained that insurance costs have been rising and that since 2017 the US has been averaging \$21 billion in weather/nature related events. He advised that the current earthquake policy should be reduced based upon the Probable Maximum Loss (PML) Study that was done for LA Law Library and the likelihood fo FEMA assistance in the event of a major event. Trustee Court asked if the increase is predicted to be a one-time event or if it will continue increasing every year. Mr. Lowe responded that it may stabilize within the next few years but since it depends on the incidence of catastrophic events it is hard to determine that at the moment. Trustee Court asked about, and Mr. Lowe explained, the difference between Option 4 and Option 5 in the staff report.

President Juhas requested a motion. Moved by Trustee Court seconded by Trustee Stern to approve Option 4 per the staff report and authorize Staff to bind Property & Liability Insurance. The motion was unanimously approved, 4 - 0.

4.2 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2023-2024

ED Levin indicated that no funding was allocated in the State Budget for County Law Libraries. The Legislature might revisit the budget in the fall, around October after all taxes have been submitted to the state and if they do, County Law Libraries will advocate vigorously for additional funding.

ED Levin advised that the Law Library budget is a conservative budget in terms of projected revenue. A discussion ensued regarding available reserves, cutbacks and opportunities for additional revenue. ED Levin explained that the Library has adjusted to meet patron needs, but if we do not receive additional state funding in the next couple of years, the budget will need to be substantially scaled back. Senior Librarian for Collection Development, Linda Heichman, responded to questions and noted that she has been tracking the collection since 2017, and the Library has been able to keep the collection up to date, while remaining under budget. ED Levin noted that there was significant loss of revenue from the parking structure being out of operation, and that getting the parking structure functional again will be a priority.

President Juhas requested a motion to approve the Operating and Capital Expenditures Budget for Fiscal Year 2023-2024. So moved by Trustee Court seconded by Trustee Seigle. The motion was unanimously approved, 4 - 0

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.

The Labor Negotiator was given direction. No reportable action was taken.

6.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may 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 1:25pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, July 26, 2023 at 12:15pm.



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

