

**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.**

March 28, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 28, 2018 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 Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire

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 12:19 p.m. and thereafter presided. Trustee Steinhauser arrived to the meeting at 12:20pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

John Cromshow made a public comment regarding having to wait an extended period of time to receive his library membership card. He asked to have his membership extended the same amount of time it took to receive his card since his initial enrollment in January 2018. ED Levin offered an apology to Mr. Cromshow.

A woman who chose not be identified by name commented that she had lost funds from her copier card. She noted there was \$24 on the card when she last used it and that she suspected the funds were stolen by a fellow patron to whom she had once given the information. The woman requested that the Library reimburse her for the \$24 that was

used on her card. ED Levin acknowledged that staff was aware of the issues and confirmed that the woman had been provided a new card at no charge and would be provided a special report about activity on her account.

2.0 PRESIDENT'S REPORT

President Juhas acknowledged the Law Week Flyers that were now available for pick up. President Juhas also thanked staff for all the hard work endured during Law Week, with an excited anticipation for the after report. He also announced the 15th Annual Friends Gala.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 28, 2018 Regular Board Meeting.
- 3.2 Review of January Financials & List of February Checks and Warrants.
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of the Friends of the Los Angeles County Law Library re-Appointments

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

4.0 DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repair of Steam Leak in Boiler Room

ED Levin provided a brief summary of the steam leak in the Boiler Room while stressing the urgency for immediate repair. President Juhas asked as to how soon the damage could be repaired. SD Steinbrick answered it was a matter of receiving the parts via delivery to the library.

President Juhas requested a motion determining 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 repair of the steam leak in the boiler room. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 5-0.

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.

No reportable action was taken.

6.0 AGENDA BUILDING

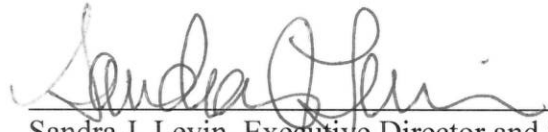
There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

No Report

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:08 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 25, 2018 at 12:15 pm.



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