

**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 24, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 24, 2024 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 Laura Seigle
Judge Rosa Fregoso
Judge Susan J. DeWitt
Judge Mark Juhas

Trustees Absent: Susan Steinhauser, Esquire
Kenneth Klein, Esquire

Senior Staff Present: Katherine Chew, Executive Director
Jaye Steinbrick, Deputy Director

Also Present: Marcelino Juarez, Finance Manager
Daniel Reinhold, Executive Assistant

President Court determined a quorum to be present, convened the meeting at 12:16pm and thereafter presided. Trustee Fregoso was not present at the beginning of the meeting. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Court began the meeting by congratulating E.D. Chew and LALL staff for a successful Gala. Trustee DeWitt mentioned that some of her colleagues said that it was the best event they had been to in a long time.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 27, 2024 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Review and Approval of FY24 3rd Quarter Statistics
- 3.4 Review and Approval of Increase in Membership Program Rates for Bronze and Silver Members
- 3.5 Review and Approval of Updates and Revisions to LA Law Library Employment Handbook

President Court asked the Board if anyone wanted anything removed from the Consent Calendar. Trustee Seigle requested to remove items 3.2 and 3.4. President Court requested a motion to approve items 3.1, 3.3, and 3.5. So moved by Trustee Juhas, seconded by Trustee Seigle. The motion was approved unanimously 4 – 0.

3.2 Trustee Seigle inquired about the negative numbers illustrated within item 3.2. Finance Manager, Marcelino Juarez, explained that there are always ups and downs in this type of report. He explained that there were low court fees this month, and that he expects for LALL to come in close to the budget. He explained that court fees are usually higher toward the end of the fiscal year. President Court requested a motion to approve item 3.2. So moved by Trustee Juhas, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

3.4 Trustee Seigle inquired if there had been any consideration about how higher rates for members could potentially lower LALL's total number of members. E.D. Chew pointed out that membership rates have not been changed since 2014. Ryan Metheny discussed how he believes that these changes are modest increases. He mentioned that members have not been surveyed, so we have no hard data. He also mentioned that historically members typically do not terminate their memberships due to cost, but because they no longer need our services. President Court inquired if there was a communication plan to inform members of the rate increase. E.D. Chew stated that that would be the Library's next step if the Board were to approve of the price increase. President Court requested a motion to approve item 3.4. So moved by Trustee Seigle, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Presentation by Los Angeles Conservancy on Historical Landmark Designations, Benefits and Limitations, and Application Process

Trustee Fregoso arrived at 12:25pm.

Lyndsay Mulcahy discussed how historic designation recognizes the significant contributions of a building, structure, object or landscape to national, state, and or local history. She discussed how historic properties are designated by federal, state, and local programs. There is a national register of historic places. She went over the criteria for being listed in the national register.

5.0 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.

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Recap on Beacon of Justice Gala-April 18, 2024

E.D. Chew discussed how the Gala was a successful event, but how we are still waiting for final numbers regarding donations.

- 6.2 Recap of Valley Day of Service with Assembly Member Jesse Gabriel's Office-April 14, 2024

E.D. Chew discussed her experience at the Valley Day of Service. They spent the day creating homeless outreach kits. Senator Menjivar was also in attendance.

- 6.3 Recap of California County Public Law Libraries Spring Meeting and Leg Day –April 2 and 3, 2024

E.D. Chew discussed her experience at the California County Public Law Libraries Spring Meeting. She had 19 appointments with elected officials.



hoping to work with Beacon of Justice Honoree Laurie Levenson's staff from the Project for the Innocent to assist.

- 6.4 We are planning an all staff training on a Workplace Violence Prevention Plan in compliance with California Senate Bill 553/California Labor Code Section 64019. We are also planning all staff training in August to provide staff with training on de-escalation techniques for staff in dealing with difficult patrons

7.0 **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 scheduled for Wednesday, June 26, 2024 at 12:15pm.



Katherine Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

