

**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.**

August 28, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 28, 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
Susan Steinhauser, Esquire (Arrived at 12:30pm)
Judge Rosa Fregoso (Arrived at 12:24pm)
Judge Mark Juhas
Judge Susan DeWitt

Trustees Absent: Kenneth Klein, Esquire

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Manager

President Court determined a quorum to be present, convened the meeting at 12:16pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 26, 2024 Regular Board Meeting
- 3.2 Review and Approval of May/June Financials and List of June/July Checks and Warrants
- 3.3 Review and Approval of 4th Quarterly Statistics
- 3.4 Approval of New and Revised Job Descriptions

E.D. Chew began the meeting by letting the Board know that there was a typo on Item 4.1. The item should read "Price" company, not "Pun". President Court asked the Board if any members would like an item removed from the Consent Calendar. Trustee Seigle requested Item 3.4 be removed. President Court requested a motion to approve Items 3.1, 3.2, and 3.3. So moved by Trustee Juhas, seconded by Trustee Seigle. The motion was approved unanimously 4 – 0.

3.4 Trustee Seigle stated her belief that it is great for our employees to expand their responsibilities. She inquired if all new jobs with a higher salary were budgeted. E.D. Chew let her know that some funds were redirected from previous positions. She went on to clarify that two new Facilities employees had already been hired. Item 3.4 would also add more responsibilities for the Facilities Clerk position, the Senior IT position, and would correct positions to be under the supervision of the Executive Director instead of the Deputy Director. President Court requested a motion to approve Item 3.4. So moved by Trustee Seigle, seconded by Trustee Juhas. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

4.1 Review and Approval of Award of Contract for Financial Audit

Trustee Fregoso arrived at 12:24pm.

Marcelino Juarez addressed the Board regarding Item 4.1. Marcelino explained that Library staff conducted a Request for Proposals for the Library's annual audit services. Three qualified proposers responded to this request. Marcelino recommended Price Page to the Board based on pricing. He explained that we change auditors every three years. Price Page had a \$24,400 bid. Trustee Juhas inquired if the bid amount could be changed at a later time. Marcelino responded that the bid amount could possibly change. Trustee Fregoso suggested that the Board should agree now to add some cushion to the budget in case of a future change. President Court suggested increasing budgeted amount to \$25,000 to allocate a \$600 cushion. President Court requested a motion to approve Item 4.1 with an allocated budget of \$25,000. So moved by Trustee Seigle, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.2 Review of Assembly Bill 170 (Revised Business and Professions Code §6304) with Deliberation and Vote on Board of Trustees Meeting Schedule

President Court asked for E.D. Chew's opinion about changing the monthly Board Meeting schedule. E.D. Chew stated that she believed it was helpful to have monthly meetings, and recommended that the LA Law Library Board continue to meet once a month.

Trustee Steinhauser arrived at 12:30pm.

All of the Board Members agreed that monthly meetings were preferable to them. President Court requested a motion to keep holding LA Law Library Board Meetings on a monthly basis. So moved by Trustee Steinhauser, seconded by Trustee DeWitt. The motion was approved unanimously 6 – 0.

4.3 Presentation on Senate Bill 553 (Labor Code §6401.9) Workplace Violence Prevention Plan at LA Law Library

E.D. Chew presented a PowerPoint presentation to the Board detailing how LA Law Library's Workplace Violence Prevention Plan is coming along, and fulfilling OSHA requirements.

5.0 CLOSED SESSION

- 5.2 Pursuant to Gov. Code §§ 54954.5; 54957(a) the Board of Trustees may hold a closed session on the following item: THREAT TO PUBLIC SERVICES OR FACILITIES in consultation with Katherine H. Chew, Executive Director/General Counsel

Board convened for closed session at 1:01pm

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT (Pursuant to Government Code §54957.1)-Katherine H. Chew

Board reconvened in open session at 1:41pm. E.D. Chew announced that staff provided the Board with an update on recent threats to public services and facilities security and measures taken to mitigate these risks. No reportable action was taken.



7.0 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.

8.0 EXECUTIVE DIRECTOR REPORT

- 6.1 All Staff Training June 25 and 28, 2024-Development of Workplace V Violence Prevention Plan
- 6.2 All Staff Training August 29, 2024 with Beth Wahler Consulting

E.D. Chew briefly described recent All Staff Trainings regarding workplace violence prevention.

9.0 ADJOURNMENT

The Board adjourned this meeting in memory of former employees Jennifer Argueta (Auld) and Emily Wilt. There being no further business to come before the Board the meeting was adjourned at 1:43pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 25, 2024 at 12:15p.m.



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

