

**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.**

January 29, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 29, 2025 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 Laura Seigle
Judge Rosa Fregoso
Judge Susan DeWitt
Judge Cherol Nellon

Trustees Absent: Kenneth Klein, Esquire
Susan Steinhauser, Esquire (Phoned in)

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

President Juhas determined a quorum to be present, convened the meeting at 12:17 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Juhas began the meeting by congratulating Judge Cherol Nellon on her appointment to the Board of Trustees.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the December 18, 2024 Regular Board Meeting

3.2 Review of November Financials and List of December Checks and Warrants

3.3 Review and Approval of FY25 2nd Quarter Statistics

3.4 Approval of Extension of Contract with Insurance Broker for 2024-2025 Property and Liability Insurance Renewal

3.5 Approval of Revised Job Description for Director, Public and Legal Education; Director, Reference and Collections; Librarian, Global Law and Language Access; Interim Senior Librarian, Interim Managing Librarian, Legal Education; Librarian, Public Interest; Administrative Technician, Education; Interim Support Supervisor, Branches; Library Associate, Branches; Library Associate, Public Interest; Community Resource Specialist

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. No items were requested. President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Judge DeWitt. The motion was approved unanimously 5 – 0.

4.0 DISCUSSION ITEMS

4.1 Authorization to Bind Workers Compensation Insurance

Finance Director Marcelino Juarez addressed the Board. He discussed the workers compensation insurance proposal from Chubb. He discussed how the Library's Safety Committee, and active Facilities team were helping prevent Library losses. These initiatives by the Library helped contribute to a proposal that was cheaper than the previous year. Vice President Seigle pointed out that Library numbers have been good lately, and inquired if that was why the proposal was cheaper. Marcelino responded that claims have been substantially lower, and that the Library has done its best to mitigate claims. Judge DeWitt asked what the claims usually regard. Marcelino responded that they usually have to do with ergonomics and the like. He recommended that the Board approve Item 4.1. President Juhas requested a motion to approve Item 4.1. So moved by Vice President Seigle, seconded by Judge Fregoso. The motion was approved unanimously 5 – 0.

5.0 CLOSED SESSION

Closed session began at 12:24pm

**5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)
Title: Executive Director**

**6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Judge Mark Juhas**

Session was re-opened at 1:29pm. No reportable action was taken by the Board. Another closed session will take place at the next Board Meeting.

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

9.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:32pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 26, 2025 at 12:15pm.

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