

AGENDA

Santa Cruz County Law Library Board of Trustees

December Regular Meeting
December 15, 2020

Santa Cruz County Law Library, Room 070
5:00 pm

1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

2.0 Public Comment

3.0 Oral Communication

- 3.1 Update on resumption of in-person services
- 3.2 Law Library Closure December 28th through January 1st
- 3.3 Librarian's Report

4.0 Consent Agenda

- 4.1 Approval of Disbursements for December
- 4.2 Approval of Minutes of November Meeting

5.0 Regular Agenda

6.0 Future Meetings

- 6.1 January 19, 2020

7.0 Adjourn

Notice to the public:

The meeting will be held telephonically. Members of the public may request telephonic access to the meeting by contacting the law library. In person attendance with proper social distancing is available.

The public has the right to comment on any item listed on the regular meeting agenda before or during the consideration of that item. When a member of the public raises an issue, which has not yet come before the board, the item may be discussed but no action may be taken at the meeting.

The meeting facilities are accessible to persons with disabilities. Requests for interpretive services, assistive listening devices or other considerations may be made through the Santa Cruz County Law Library either in person or by phone at the address above or at (831) 420-2205, no later than two working days before the meeting.

Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours

AGENDA ITEM 3.1

Law Library Services

October 12th – November 6th
(19 open days)
In-person – 278
Appointments – 51 of the 278 were appointments
Phone calls – 205
Emails – 60

Last year October 14th – November 8
(19 open days)
In-person – 711
Phone calls – 134
Emails – 57 (for October)

November 9th – December 4th
(16 open days)
In-person – 222
Appointments – 40 of the 222 were appointments
Phone calls – 178
Emails - 77

Last year November 12th – December 6th
(17 open days)
In-person – 629
Phone calls – 117
Emails – 39 (for November)

Since we resumed limited in-person services on June 8th we have had 1,587 in-person uses, 442 email exchanges, and assisted 1,234 callers during the 476 hours we have been open between June 8th and November 30th.

AGENDA ITEM 3.2

Law Library Holiday Closure

We will be closed the week between Christmas and New Year's. This corresponds with the County employee furlough, so the impact should be minimal. A notice will be sent to the Santa Cruz Bar Association, a notice posted on our website, signs posted in the library, and court departments notified.

December Regular Meeting, 12/15/20 Agenda Item 4.1

AGENDA ITEM 4.1

DECEMBER 2020 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
AT&T	15694304	12/01/2020	MONTHLY CHARGES	23.97
CALPERS	100000016252466	12/01/2020	UAL MONTHLY	3647.68
CEB	10979179	11/16/2020	AG OBTAINING DISC.	190.88
CEB	10980119	12/04/2020	FORMING CA COMMON INTEREST DEVEL	289.75
COPWARE	21249	12/07/2020	CA PEACE OFFICERS SOURCEBOOK	85.00
CRUZIO	B33987-31	12/07/2020	INTERNET	84.90
LEXIS NEXIS		10/27/2020	CA OFF APP RPTS BV 32	30.62
LEXIS NEXIS	3092956750	11/30/2020	LEXIS ADVANCE	676.00
LEXIS NEXIS	1874307E	11/13/2020	MONTHLY PRINT PLAN	2323.31
SHARP	9003053795	11/28/2020	MONTHLY COPIER MAINTENANCE	268.44
SUPERIOR COURT	118	12/01/2020	DECEMBER REIMBURSEMENT	5000.00
WEST	843428941	12/01/2020	WESTLAW	1814.99
WEST	843514281	12/04/2020	MONTHLY PRINT PLAN	725.66
			TOTAL	\$15,161.2

AGENDA ITEM 4.2
MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

NOVEMBER REGULAR MEETING, NOVEMBER 17, 2020

1.0 Meeting and Organization (Telephonic Meeting Pursuant to California Executive Order No. N-29-20)

1.1 Establish Quorum Meeting called to order at 5:02 p.m. Present at the call to order: Lolly Belanger, Emily DuBois, Julia Hill, Dinah Sapia, and Timothy Volkmann. Absent: John Gallagher, and Alan Smith. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C DuBois/Sapia 6/0**

2.0 Public Comment – None

3.0 Oral Communication

3.1 Update on resumption of in-person services – The statistics for the month were inadvertently left out of the agenda materials. The librarian will present the numbers next month.

3.2 Librarian’s Report – The Library received another \$500 donation from John Thornton. After the agenda went out, the librarian was given notice that support staff was resigning. The Court has instituted a hard hiring freeze due to budgetary constraints. With the loss of staff, the librarian will be the only staff. This may impact operations. **ACTION TAKEN: Motion to allow librarian reasonable authority to structure holiday hours including closures. M/S/C Volkmann/Sapia 6/0**

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Sapia/Volkmann 7/0

4.1 Approval of Disbursements for November

4.2 Approval of Meeting Minutes of October Meeting

5.0 Regular Agenda

5.1 Approval of Final Budget for Fiscal Year 2020-2021 – after discussion **ACTION TAKEN: Motion to approve final budget M/S/C Sapia/Belanger 6/0**

5.2 Approval of Record Retention Policy - **ACTION TAKEN: Motion to approve retention policy M/S/C DuBois/Belanger 6/0**

6.0 Future Meetings December 15, 2020

Adjourned Meeting adjourned at 5:23 p.m.