

Minutes of the Solano County Law Library Board of Trustees (September 24, 2018)

CALL TO ORDER:

The meeting of the Law Library Board of Trustees was called into order by Brian Taylor, Court Executive Officer (Chairperson) at 4:18 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM:

PRESENT: Court Executive Officer Brian Taylor (Chairperson); Judge Christine Carringer (Vice-Chairperson); Presiding Judge John B. Ellis; Judge Daniel J. Healy; Supervisor Erin Hannigan; Lesli Caldwell, Public Defender; Hendrick Crowell, Esq.; Library Director Bonnie Katz; Law Librarian Jonathan Watson

ABSENT: None.

CORRECTIONS TO MINUTES:

None.

APPROVAL OF MINUTES:

Moved: Supervisor Hannigan moved that the minutes from the meeting of June 4, 2018 be accepted.

Seconded: Judge Healy seconded the motion.

The motion was carried unanimously, and the minutes of the meeting were approved.

APPROVAL OF AGENDA:

Moved: Supervisor Hannigan moved that the agenda be accepted.

Seconded: Judge Healy seconded the motion.

The motion was carried unanimously, and the agenda was approved.

CORRESPONDENCE:

None.

ITEMS FROM THE FLOOR:

None.

OLD BUSINESS:

a. Law Library Budget Update (with attachment) – **ACTION:** Ms. Katz a report entitled “FY 2018/19 Actuals Through August 31, 2018” which showed the following:

TOTAL SERVICES AND SUPPLIES [EXPEND.]:

TOTAL REVENUES:

- **FY 16/17 ACTUALS** = \$331,233.00
- **FY 17/18 ACTUALS** = \$347,835.00
- **FY 17/18 ACTUALS** = \$394,325.00

NEW BUSINESS:

a. One-Time Funding Allocation for Solano County Law Library: Ms. Katz announced that Solano County Law Library will be receiving a discretionary one-time allocation of \$194,517.00. She proposed the following budgetary revisions:

- Item #2180—*Books & Subscriptions*: The current **FY 18/19 BUDGET** = \$80,000.00. Spending went over \$8,000.00 in FY 17/18. Ms. Katz proposed adding \$10,000.00 to the account to increase the budget amount to \$90,000.00.
- Item #2250—*Other Prof. Expenses*: Ms. Katz did not propose a change, as she felt that the staffing was adequate and that Solano County Library could fill in any work gaps.
- Item #2261—*Software Licenses*: The current **FY 18/19 BUDGET** = \$65,000.00. Ms. Katz proposed adding \$8,000.00 to increase the budget amount to \$73,000.00.
- Item #8101—*Contingency*: The current **FY 18/19 BUDGET** = \$58,676.00. Ms. Katz proposed placing \$176,517.00 into the account to increase the amount to \$235,193.00. As reiterated by Judge Carringer, the contingency funds could be easily accessed by the Board for any emergency purposes.
- Item #9613—*Court Fees*: The **FY 18/19 BUDGET** = \$315,851.00. Mr. Taylor noted that the 2010 reserves are essentially gone and that limited filing fees have spiked post-2010.
- Item #9806—*Fund Balance Available*: The **FY 18/19 BUDGET** = \$61,686.00.

Supervisor Hannigan moved for a motion to revise the budget by distributing the one-time allocation in the following manner:

- \$194,517.00 (ONE-TIME ALLOCATION)
- \$10,000.00 (distributed to Item #2180—*Books & Subscriptions*)
- \$8,000.00 (distributed to Item #2261—*Software Licenses*)
- \$176,517.00 (distributed to Item #8101—*Contingency*)
- \$0.00

Ms. Caldwell seconded the motion. The motion was carried unanimously. Ms. Katz will revise the FY 2018-19 budget accordingly.

LIBRARIAN'S REPORT:

None.

ANNOUNCEMENTS:

None.

DATE OF NEXT MEETING:

The next meeting will be held on October 22, 2018.

ADJOURNMENT:

The meeting was adjourned by Mr. Taylor at 4:29 p.m.

RESPECTFULLY SUBMITTED,

Jonathan Watson

**JONATHAN WATSON, SECRETARY,
BOARD OF TRUSTEES
SOLANO COUNTY LAW LIBRARY**