

Minutes of the Solano County Law Library Board of Trustees (April 25, 2016)

CALL TO ORDER:

The meeting of the Law Library Board of Trustees was called into order by Brian Taylor, Court Executive Officer (Chairperson) at 4:16 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM:

PRESENT: Court Executive Officer Brian Taylor (Chairperson); Judge Christine Carringer (Vice-Chairperson); Judge Cynda Unger; Supervisor Linda J. Seifert; Lesli Caldwell, Public Defender; Hendrick Crowell, Esq.; Library Director Bonnie Katz; Law Librarian Jonathan Watson

ABSENT: Judge Daniel Healy

CORRECTIONS TO MINUTES:

None.

APPROVAL OF MINUTES:

Moved: Supervisor Seifert moved that the minutes from the meeting of January 25, 2016 be accepted.

Seconded: Supervisor Seifert seconded the motion.

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

APPROVAL OF AGENDA:

Moved: Judge Unger moved that the agenda be accepted.

Seconded: Ms. Caldwell seconded the motion.

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

CORRESPONDENCE:

None.

ITEMS FROM THE FLOOR:

None.

OLD BUSINESS:

a. Review and reaffirmation of agreement for service between the Law Library Board of Trustees and the County Library per contract (with attachments)—ACTION: Supervisor Seifert moved for a motion to reaffirm the agreement and its first amendment, and Judge Carringer seconded it. The motion was carried unanimously.

NEW BUSINESS:

a. Adoption of the FY 2016-17 budget (with attachments)—ACTION: Ms. Katz presented the Board with the following two documents: “Law Library Budget 2015/16 Actuals through March 31, 2016” and “Budget FY 2016-2017” (dated 4/20/2016).

“Law Library Budget 2015/16 Actuals through March 31, 2016” reflects the YTD actuals through March 31, 2016. According to the column entitled **FY 15/16 YTD ACTUALS**, the ongoing expenditures are greater than the revenue:

\$199,320.00 (Actual revenue)
<u>-\$224,330.00 (Actual expense)</u>
-\$25,010.00

Since the above total excludes Acct. #8101: *Contingency* and Acct. #9806: *Fund Balance*, the Law Library’s budget is adequate. Although the filing fees are currently down, there is still the chance that the economy might improve.

Ms. Katz outlined the following portions of “Budget FY 2016-2017”:

- Acct. #2180: *Books & Subscriptions*—**FY 16/17 PROPOSED** = \$90,000.00. Ms. Katz reiterated that although the Law Library has decreased the purchase of books, the expansion of database content has prevented any potential collection gaps.
- Acct. #2250: *Other Prof. Expenses*—**FY 16/17 PROPOSED** = \$238,609.00. Ms. Katz anticipated an increase of \$16,000.00 when compared to the **FY 15/16 BUDGET** amount of \$222,219.00. There will be an increase in PERS and health costs.
- Acct. #2261: *Reserves*—**FY 16/17 PROPOSED** = \$55,000.00. Ms. Katz increased the **FY 15/16 BUDGET** figure by \$5,000.00. According to Mr. Watson, subscription costs typically increase 5-10% per year.
- **TOTAL EXPENSES: FY 16/17 PROPOSED** = \$419,528.00. This amount reflects an added \$16,000.00
- **TOTAL REVENUES: FY 16/17 PROPOSED** = \$328,670.00. This amount reflects a \$3,000.00 increase when compared to the **FY 15/16 BUDGET** amount of \$325,000.00.

Altogether, the amount shows a balanced budget. However, if the fund balance and court fees do not pick up, there could be a budgetary issue for FY 2018/19. As for legislative efforts, CCCLL has requested that a 16.5 million dollar appropriation be included in the May 2016 budget revision. As of the board meeting, Mr. Watson has not heard about any current developments from CCCLL. Mr. Taylor mentioned that Assemblymember Jim Frazier contacted him about the California county law library funding crisis. Mr. Taylor reiterated that California county law libraries do indeed need additional funds.

Supervisor Seifert carried the motion to adopt the FY 2016-17 budget and Mr. Crowell seconded it. The motion was carried unanimously. Ms. Katz will enter the figures in the Law Library's financial system.

LIBRARIAN'S REPORT:

Mr. Watson had no further developments to report. Mr. Taylor did provide the Board with a follow up regarding Sharon Daily. Upon being contacted by Mr. Taylor, the State Bar of California passed a local investigation to law enforcement. Furthermore, Mr. Taylor also sent a letter to the District Attorney's office. Since his efforts, Mr. Taylor stated that there have been no recent complaints about Ms. Daily being at any of the Solano County Superior Court locations.

ANNOUNCEMENTS:

For future meetings, Mr. Taylor will be sending out a cancellation notice to the Board if there are no "New Business" items. There were no objections from the attendees.

DATE OF NEXT MEETING:

The next meeting will be held on May 23, 2016.

ADJOURNMENT:

The meeting was adjourned by Mr. Taylor at 4:28 p.m.

RESPECTFULLY SUBMITTED,

Jonathan Watson

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