

Minutes of the Solano County Law Library Board of Trustees (January 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 4:30 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; Library Director Bonnie Katz; Law Librarian Jonathan Watson

ABSENT: Judge Daniel Healy; Lesli Caldwell, Public Defender; Hendrick Crowell, Esq.

CORRECTIONS TO MINUTES:

None.

APPROVAL OF MINUTES:

Moved: Judge Carringer moved that the minutes from the meeting of August 24, 2015 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: Judge Carringer seconded the motion.

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

CORRESPONDENCE:

Due to attendance issues, Mr. Taylor will be sending a letter to Mr. Crowell to determine if he would like to continue serving on the Board.

ITEMS FROM THE FLOOR:

None.

OLD BUSINESS:

a. Law Library Budget Update: Ms. Katz presented the report--“FY 2015/16 Actuals Through December 31, 2015.” She stated that the report only shows the first six months of the fiscal year. Ms. Katz confirmed to the Board that the figures are not on a calendar system, and that the figures reflect what has been gathered through November 2015 (figures typically are 1 ½ months behind). The following figures were displayed:

\$103,372.00 (actual revenue)
- \$ 48,813.00 (actual expense)
\$54,559.00 is left over

- **TOTAL EXPENSES**: Ms. Katz stated to the Board that the Law Library has a \$250,000.00 expense line.
- Acct. #9613: *Court Fees*—**FY 15/16 YTD ACTUALS** = \$99,399.00. According to Mr. Taylor, the court fees are down (Ms. Katz reiterated that the Law Library is within the budget despite the drop). However, with regard to traffic figures alone, there has been an increase in revenue, a decrease in filings, and fewer fee waivers being filed.

Judge Unger requested that the percentage of fee waivers be tracked; as knowing such figures might give a better budgetary insight. Mr. Taylor will look into the possibility.

NEW BUSINESS:

a. Appointment of New Trustee:

Lesli Caldwell, Solano County Public Defender, was appointed to the Law Library Board of Trustees in August 2015. As of Mr. Taylor’s formal announcement, the item will no longer be considered “New Business.”

b. Policy: Deny Law Library access to customers who misuse the facility—**ACTION**:

Mr. Taylor reported to the Board about Sharon Daily—an individual that is falsely posing as an attorney. Ms. Daily has left fraudulent business cards throughout the courthouse, and has solicited customers from within the building. Additionally, Mr. Taylor was made aware that there were at least 3 occasions in which Law Library customers were solicited by Ms. Daily.

Mr. Watson stated that any such victims did not complain to Law Library staff. He also stated that there was not a photograph that Law Library staff can refer to, though they have been given a general description of Ms. Daily. The District Attorney’s Office has been contacted about Ms.

Daily, and the State Bar of California has been notified about her unlawful practice of law. There have been federal charges filed against her, as well as lawsuits filed by her victims.

For consumer benefit, Judge Unger suggested that there be resources that specifically direct customers to visit the State Bar of California's website for attorney searches. According to Ms. Katz, Solano County Library has a behavior policy that extends to the Law Library's operations. Mr. Taylor assigned Mr. Watson the following projects:

- Adapt Solano County Library's behavior policy to meet the Law Library's needs (e.g., incorporating Supervisor Seifert's suggestion that #8 state that individuals cannot solicit clients).
- Post signage that prohibits individuals from soliciting clients at the Law Library (a warning suggested by Judge Unger for liability purposes).

Judge Carringer moved for a motion to instate the abovementioned policy and signage, and Judge Unger seconded it. The motion was carried unanimously.

LIBRARIAN'S REPORT:

No further developments to report.

ANNOUNCEMENTS:

None.

DATE OF NEXT MEETING:

The next meeting will be held on February 22, 2016.

ADJOURNMENT:

The meeting was adjourned by Mr. Taylor at 4:40 p.m.

RESPECTFULLY SUBMITTED,
Jonathan Watson

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