

## **Minutes of the Solano County Law Library Board of Trustees (April 24, 2017)**

### **CALL TO ORDER:**

The meeting of the Law Library Board of Trustees was called into order by Brian Taylor, Court Executive Officer (Chairperson) at 4:20 p.m.

### **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

**PRESENT:** Court Executive Officer Brian Taylor (Chairperson); Judge Daniel J. Healy; Supervisor Erin Hannigan; Lesli Caldwell, Public Defender; Library Director Bonnie Katz; Law Librarian Jonathan Watson

**ABSENT:** Judge Christine Carringer (Vice-Chairperson); Judge Cynda Unger; Hendrick Crowell, Esq.

### **CORRECTIONS TO MINUTES:**

None.

### **APPROVAL OF MINUTES:**

Moved: Supervisor Hannigan moved that the minutes from the meeting of March 27, 2017 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: Ms. Caldwell seconded the motion.

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

### **CORRESPONDENCE:**

Mr. Taylor presented the condolence letter that he sent on behalf of the Law Library Board of Trustees to Richard Wood on the passing of his wife Mary Bourguignon. Bourguignon was a longtime advocate of Solano County Library.

## **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 – **ACTION:** Judge Healy moved for a motion to reaffirm the agreement and its first amendment, and Supervisor Hannigan seconded it. The motion was carried unanimously.

## **NEW BUSINESS:**

a. Adoption of the FY 2017-18 budget – **ACTION:**

Ms. Katz presented the following budget reports to the Law Library Board of Trustees: “Solano County Law Library: FY 2016/17 Actuals through March 31, 2017” and “Solano County Law Library: Budget FY 2017-2018.”

- Acct. #2021: *Telephone/County*—Supervisor Hannigan inquired about the \$1,570.00 amount listed for the **FY 17/18 PROPOSED** column (“...Budget FY 2017-2018”). Ms. Katz stated that she is using the budgeted amount recommended by the County of Solano.
- Acct. #2261: *Software Licenses* / Acct. #2180: *Books & Subscriptions* — Ms. Katz stated that the amount of \$184,706.00 in the **FY 17/18 PROPOSED** column for Acct. #2180 (“...Budget FY 2017-2018”) does not represent a fund reduction. Rather, based on the spending trend regarding materials, Ms. Katz has transferred \$10,000.00 from Acct. #2180 to Acct. #2261.
- Acct. #2250: *Other Prof. Expenses*—Ms. Caldwell inquired about the reduction of funds in the columns for **FY 16/17 YTD ACTUALS** (“...FY 2016/17 Actuals through March 31, 2017”) and **FY 17/18 PROPOSED** (“...Budget FY 2017-2018”). Ms. Katz clarified that the salaries went down because of the Library Associate’s work status changing from full-time to half-time at Solano County Law Library.
- Acct. #9613: *Court Fees*—Ms. Katz stated that the budget reports represent the maximum level of filing fees. Currently, Solano County Law Library receives a \$32.00 portion from superior court filing fees. If the fee waiver levels should rise, however, the library will not receive such funds. While there had been a boost in collection cases from 2008-2010, those levels have since declined. Additionally, there has not been an increase in the amount of unlimited civil jurisdictional filings. The raising of the small claims court jurisdictional limit from \$7,500.00 to \$10,000.00 in 2012 may have also affected any revenue gathered from the civil filing fees.

Supervisor Hannigan carried the motion to adopt the FY 2017-18 budget and Judge Healy seconded it. The motion was carried unanimously.

**LIBRARIAN'S REPORT:**

Mr. Watson is still adjusting to the new staffing arrangement. As he mentioned to the board, certain days can be more challenging than others, especially if there is a vast number of customers that are visiting at the same time. As a result, he is still seeking a work balance. Per the suggestion of Ms. Katz, he will begin analyzing the customer patterns in the near future. The objective will be to determine when the peak hours are and if the scheduling of the Library Associate might need a readjustment.

**ANNOUNCEMENTS:**

None.

**DATE OF NEXT MEETING:**

The next meeting will be held on May 22, 2017.

**ADJOURNMENT:**

The meeting was adjourned by Mr. Taylor at 4:31 p.m.

**RESPECTFULLY SUBMITTED,**

*Jonathan Watson*

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