

Minutes of the Solano County Law Library Board of Trustees (March 27, 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 4:15 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM:

PRESENT: Court Executive Officer Brian Taylor (Chairperson); Judge Christine Carringer (Vice-Chairperson); Judge Daniel J. Healy; Judge Cynda Unger; Supervisor Erin Hannigan; Lesli Caldwell, Public Defender; Hendrick Crowell, Esq.; Library Director Bonnie Katz; Board of Supervisor Aide Michael Wilson; Law Librarian Jonathan Watson

ABSENT: None

CORRECTIONS TO MINUTES:

None.

APPROVAL OF MINUTES:

Moved: Judge Carringer moved that the minutes from the meeting of April 25, 2016 be accepted.

Seconded: Mr. Crowell 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. Supervisor Hannigan was introduced to the Law Library Board of Trustees, as it was her first meeting. Mr. Taylor explained to Supervisor Hannigan that the board typically meets on a monthly basis, but has arranged to not meet if there are no new items to discuss (hence why there has not been a meeting since April 2016).

ITEMS FROM THE FLOOR:

None.

OLD BUSINESS:

a. Law Library Budget Update (**with attachment**) – **ACTION**

Ms. Katz announced that the budget is flat, and presented figures through February 28, 2017.

FY 14/15 Actuals	FY 15/16 Actuals
\$410,969.00 (No fund balance)	\$301,220.00 (No fund balance)
<u>-\$366,965.00</u> (No reserves and contingency)	<u>-\$375,180.00</u> (No reserves and contingency)
\$44,003.00	-\$73,960.00

FY 16/17 Budgeted	FY 16/17 YTD
\$342,620.00 (No fund balance)	\$178,831.00 (No fund balance)
<u>-\$395,380.00</u> (No reserves and contingency)	<u>-\$219,009.00</u> (No reserves and contingency)
-\$52,760.00	-\$40,179.00

In addition to Ms. Katz’s budget, Mr. Taylor provided the Law Library Board of Trustees with an analysis of the case filing fees for FY 16/17. The majority of the projected figures showed a significant decrease. Ms. Katz reminded the board that they have discretion to make cuts to staffing and the materials budget. The board has already made significant cuts to the materials budget (Acct. #2180—*Books & Subscriptions*). In order to ensure that the Law Library makes it through the fiscal year, Ms. Katz is recommending that the Library Associate be reduced to half-time status. By doing so, it will cut down the salary costs indicated in Acct. #2250—*Other Prof. Expenses*, and allow the Law Library to reduce its personnel costs by \$12,500 for the remaining of this fiscal year. Ms. Katz does anticipate that PERS and salary will go up, as well as the Cost of Living Adjustment (COLA). However, Ms. Katz does not know what those figures will be, as there are still ongoing labor negotiations. Based on her analysis, Ms. Katz affirmed that taking the action of changing the staffing will get the Law Library through next year and the following year.

The Law Librarian and Library Associate are county library employees. Although the Library Associate’s hours will be reduced at the Law Library, he will still be working at another Solano County Library department. When asked about how he feels regarding the anticipated staffing change, Mr. Watson stated that the reduction in the Library Associate’s hours will be a significant change. He stated his commitment, however, to maintain the same work quality despite the staffing adjustment. He will also try to keep his full attention to ongoing projects such as developing a virtual “Lawyers @ Your Library” program for Solano County Library. Ms. Katz reiterated that there will not be a change in the Law Library’s hours of operation. Also, she stated that there are Solano County Library employees who have been cross-trained to provide coverage at the Law Library when necessary. Ms. Katz stated that Mr. Watson could always approach the board in the future if the staffing situation is too much to balance. Judge Healy carried the motion to adopt the recommendation that the Library Associate be reduced to half-time status beginning April 2017, and Judge Unger seconded it. The motion was carried unanimously.

NEW BUSINESS:

None.

LIBRARIAN'S REPORT:

Mr. Watson is still waiting to hear from the Council of California County Law Librarians (CCCLL) for the latest news regarding the request for a one-time \$16.5 million dollar appropriation for California county law libraries. There still has not been any word yet from CCCLL since Leg Day (February 28th). They mentioned plans to make a formal request to the Budget Subcommittees of the Senate and Assembly. As of now, the appropriation is not included in the Governor's Budget.

ANNOUNCEMENTS:

Judge Unger announced the passing of Mary Bourguignon ("Mary B."). Ms. Katz affirmed that Ms. Bourguignon was an advocate for Solano County Library, and was the campaign manager for the two county-wide sales tax measures, Measure B (1998) and Measure L (2012). Judge Unger requested that the Law Library Board of Trustees write a letter or do something to honor Ms. Bourguignon's legacy. Supervisor Hannigan will adjourn the next Board of Supervisors meeting in Ms. Bourguignon's memory. Mr. Taylor requested information about the late Ms. Bourguignon, and will look into what the Law Library Board of Trustees might do in her honor.

DATE OF NEXT MEETING:

The next meeting will be held on April 24, 2017.

ADJOURNMENT:

The meeting was adjourned by Mr. Taylor at 4:30 p.m.

RESPECTFULLY SUBMITTED,

Jonathan Watson

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