

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

ROLL CALL AND ESTABLISHMENT OF QUORUM:

PRESENT: Court Executive Officer Brian Taylor (Chairperson); Judge Christine Carringer (Vice-Chairperson); Supervisor Erin Hannigan; Judge Daniel J. Healy (by proxy); Library Director Bonnie Katz; Law Librarian Jonathan Watson

ABSENT: Judge John B. Ellis; 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 April 23, 2018 be accepted.

Seconded: Supervisor Hannigan 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 Carringer 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 presented two budget reports that reflect the following potential revisions to the FY 2018-19 budget:

- BUDGET REPORT #1: This report reflects a staffing level of 1.25—Item #2250: *Other Prof. Expenses* = \$173,487.00 [**FY 18/19 PROPOSED**]. The Library Associate would work two hours per day at the Law Library (working the remainder of his work hours at another Solano County Library department). The Law Librarian would staff the Law Library full-time.
- BUDGET REPORT #2 (distributed at the meeting): This report reflects a staffing level of 1.0—Item #2250: *Other Prof. Expenses* = \$146,215.00 [**FY 18/19 PROPOSED**]. The Law Librarian would be working solo and the Law Library would be closed for the lunch hour.

According to Ms. Katz, both budget reports show that the filing fees have been rising (Item #9613: *Court Fees* = \$315,851.00). As mentioned in the “Librarian’s Report,” Law Library staff gathered reference statistics from April 30, 2018-May 25, 2018. The Law Library Board of Trustees analyzed a chart (generated by Solano County Library HQ) that showed the breakdown of reference questions received by half-hour increments during the statistical period. Based on the findings, Supervisor Hannigan moved for a motion to adopt the change to budget Item #2250: *Other Prof. Expenses* to reduce the current staffing level to 1.25 (\$173,487.00). Judge Carringer seconded the motion. The motion was carried unanimously. Ms. Katz will revise the FY 2018-19 budget accordingly.

NEW BUSINESS:

Attendance Requirements: Mr. Watson was asked to research any bylaws or statutes pertaining to trustees who are absent from successive meetings.

LIBRARIAN’S REPORT:

None.

ANNOUNCEMENTS:

None.

DATE OF NEXT MEETING:

The next meeting will be held on June 25, 2018.

ADJOURNMENT:

The meeting was adjourned by Mr. Taylor at 4:36 p.m.

RESPECTFULLY SUBMITTED,

Jonathan Watson

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