

## **Minutes of the Solano County Law Library Board of Trustees (April 22, 2019)**

### **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; by proxy); Judge Daniel J. Healy (by proxy); Supervisor John Vasquez; Library Director Bonnie Katz; Law Librarian Jonathan Watson

**ABSENT:** Judge John Ellis; Hendrick Crowell, Esq.

### **CORRECTIONS TO MINUTES:**

None.

### **APPROVAL OF MINUTES:**

Moved: Supervisor Vasquez moved that the minutes from the meeting of September 24, 2018 be accepted.

Seconded: Mr. Taylor seconded the motion.

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

### **APPROVAL OF AGENDA:**

Moved: Supervisor Vasquez moved that the agenda be accepted.

Seconded: Mr. Taylor 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 – **ACTION:** Supervisor Vasquez moved for a motion to reaffirm the agreement and its first amendment, and Mr. Taylor seconded it. The motion was carried unanimously.

## **NEW BUSINESS:**

a. Adoption of the FY 2019-20 budget – **ACTION:**

Ms. Katz presented the following budget reports to the Law Library Board of Trustees: “Solano County Law Library: “FY 2018/19 Actuals through March 31, 2019” and “Solano County Law Library: Budget FY 2019-2020.”

1.) “FY 2018/19 Actuals through March 31, 2019”:

Ms. Katz stated that the library is doing fine because of the one-time allocation of \$194,517.00.

- Item #2180—Books & Subscriptions: The column **FY 18/19 BUDGET** reflects the \$10,000.00 addition approved at September 2018’s board meeting. The new total is \$90,000.00.
- Item #2261—Software Licenses: The column **FY 18/19 BUDGET** reflects the \$8,000.00 addition approved at September 2018’s board meeting. The new total is \$73,000.00.

2.) “Solano County Law Library: Budget FY 2019-2020”:

Ms. Katz stated that the second report is a “status quo budget.”

- Item #2250—Other Prof. Expenses: The column **FY 19/20 PROPOSED** = \$176,576.00. Ms. Katz noted that there might be an increase in COLA, health costs, and retirement due to future SEIU bargaining; however, any increase in the salary lines will not be substantial. Mr. Watson expressed a desire to have 2 FTE reinstated at Solano County Law Library when the budget should allow for it. With regard to the library budget’s current state, Ms. Katz mentioned that returning to such a staffing arrangement would not be sustainable. Supervisor Vasquez suggested returning to the topic of staffing if legislation is passed to provide ongoing funding to California county law libraries. Since Solano County Law Library is currently participating in an ongoing CCCLL campaign to secure additional funding for county law libraries, Ms. Katz will forward any proposed

bill information to Supervisor Vasquez. He would then determine how the County of Solano might aid in such efforts.

- Item #8101—Contingency: The column **FY 19/20 PROPOSED** = \$242,863.00. Ms. Katz mentioned the possibility that the contingency fund may be increased by \$42,000.00 next year due to the increase of court filing revenues (The **FY 18/19 PROPOSED** column for Item #9613—*Court Fees* projects \$325,986.00). While Ms. Katz stated that Solano County Law Library will be okay for the next few years, she reiterated that the library is still “operating in red” because ongoing revenues do not meet the expenses.

Supervisor Vasquez carried the motion to adopt the FY 2019-20 budget and Mr. Taylor seconded it. The motion was carried unanimously.

b. CCCLL’s request for a 1% supplemental fee – ACTION:

Since Solano County Law Library received a one-time allocation of \$194,517.00, the requested 1% supplemental fee amount will equal \$1,945.17. According to Mr. Watson, CCCLL has stated that the funds will go towards the following statewide projects: (1.) making form packets available on CCCLL’s website, (2.) posting tutorial videos created by various California county law libraries in a Virtual Online Classroom on CCCLL’s website, and (3.) promoting and publicizing the statewide chat service Ask Now. Mr. Taylor mentioned that Judge Carringer and Judge Healy supported the request. Supervisor Vasquez moved for a motion to pay the 1% supplemental fee amount of \$1,945.17 and Mr. Taylor seconded it.

c. Appointment of New Trustee – ACTION:

Due to the retirement of Lesli Caldwell in December 2018, the Board is seeking a new trustee. According to Bus. & Prof. §6301, the “board of supervisors shall appoint as many additional trustees, who are members of the State Bar, as may be necessary to constitute a board of at least six and not more than seven members.” In 2015, Mr. Taylor sent a letter to the Solano County Bar Association and Ms. Caldwell (an officer at the time) thereby agreed to serve on the board. Ms. Katz suggested recruiting a trustee from the County Counsel’s Office, and Supervisor Vasquez mentioned that County Counsel could perhaps assist with the recruitment efforts.

**LIBRARIAN’S REPORT:**

None.

**ANNOUNCEMENTS:**

None.

**DATE OF NEXT MEETING:**

The next meeting will be held on June 24, 2019.

**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**