

## **Minutes of the Solano County Law Library Board of Trustees (June 22, 2020)**

### **CALL TO ORDER:**

Consistent with Executive Order N-29-20 from the Executive Department of the State of California and the Shelter in Place Order, the Solano County Law Library Board of Trustees is not physically open to the public, and the meeting was held via teleconference. The meeting was called into order by Brian Taylor, Court Executive Officer (Chairperson) via Zoom at 4:00 p.m.

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

**PRESENT:** Court Executive Officer Brian Taylor (Chairperson); Judge Christine Carringer (Vice-Chairperson); Judge Donna L. Stashyn; Judge Daniel J. Healy (by proxy); Supervisor John Vasquez; Library Director Bonnie Katz; Law Librarian Jonathan Watson

**ABSENT:** Hendrick Crowell, Esq.

### **CORRECTIONS TO MINUTES:**

None.

### **APPROVAL OF MINUTES:**

Moved: Judge Carringer moved that the minutes from the meeting of November 4, 2019 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: Judge Carringer moved that the agenda be accepted.

Seconded: Judge Stashyn 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:** Judge Carringer moved for a motion to reaffirm the agreement and its first amendment, and Judge Stashyn seconded it. The motion was carried unanimously.

b. Update re: the Appointment of New Trustee: Supervisor Vasquez did not have an update at this time. Ms. Katz asked Supervisor Vasquez if he would like her to contact County Counsel Bernadette Curry for her expertise—as Ms. Curry once served as the President of the Solano County Bar Association.

## **NEW BUSINESS:**

a. Adoption of the FY 2020-21 budget – **ACTION:**

Ms. Katz presented the following budget reports to the Law Library Board of Trustees: “Solano County Law Library: “FY 2019/20 Actuals through May 31, 2020” and “Solano County Law Library: Budget FY 2020-2021.”

1.) “FY 2019/10 Actuals through May 31, 2020”:

- Item #2250—Other Prof. Expenses: Since Mr. Watson is working 50% of his time at Solano County Library’s Telephone Assistance Center (the remaining 50% is devoted to his working on Solano County Law Library-related processes), the amount listed for Item #2250 is lower than the prior fiscal year. This reduction will, in turn, help with Item #9806—Fund Balance Available. The amount of \$85,964 will be less, as there will be salary savings as a result of the varied work arrangement.

The actuals listed for the **FY 19/20 YTD ACTUALS** column are fine even though there was a drop in the court filing fee revenue.

2.) “Solano County Law Library: Budget FY 2020-2021”:

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

- Item #2250—Other Prof. Expenses: Ms. Katz noted that the figures for columns **FY 19/20 BUDGET** and **FY 20/21 PROPOSED** are very close, as \$176,576.00 and \$176,852.00 are displayed respectively.
- Item #9613—Court Fees: Due to the COVID-19 pandemic, the court fee revenue is undetermined at this time.

- Item #9806—Fund Balance Available: The amount (listed as \$254,748.00 in the **FY 20/21 PROPOSED** column) will come in higher for FY 20/21 due to the varied work assignment for the Law Librarian.

Ms. Katz stated that the Board has until September 30, 2020 to make any revisions should they be required. Mr. Taylor carried the motion to adopt the FY 2020-21 budget and Supervisor Vasquez seconded it. The motion was carried unanimously.

### **LIBRARIAN'S REPORT:**

During the course of the budget item, Mr. Taylor inquired as to when the Law Library will reopen again. Ms. Katz referenced Mr. Watson's report, and stated that he is working closely with Assistant Director Suzanne Olawski to determine the best reopening practices. Ms. Katz stated that certain protocols have already been installed, such as a sneeze guard for the reference desk. As part of the reopening analysis, Mr. Watson stated that it is proposed to have about 7 customers at a time using the Law Library in order to maintain the social distancing requirements.

Mr. Taylor stated that Solano County Superior Court plans to reopen more of its departments starting on July 1<sup>st</sup> and mentioned the need for the Law Library. As of June 22<sup>nd</sup>, according to Mr. Taylor, the clerk divisions have been allowing visitors on an appointment basis (Ms. Katz stated that Solano County Library is implementing a similar system and gradually reopening its branches). In reference to the budget item, Ms. Katz mentioned that it will be optimal if the Legislature passes the \$7 million proposed to backfill the decline in civil filing fee revenue for California county law libraries due to the COVID-19 pandemic. Mr. Taylor inquired if there were any updates. Mr. Watson has not heard anything from CCCLL since June 17<sup>th</sup> and he plans to follow up with them.

### **ANNOUNCEMENTS:**

None.

### **DATE OF NEXT MEETING:**

The next meeting will be held on July 27, 2020.

### **ADJOURNMENT:**

The meeting was adjourned via Zoom by Mr. Taylor at 4:16 p.m.

**RESPECTFULLY SUBMITTED,**  
*Jonathan Watson*  
**JONATHAN WATSON, SECRETARY,  
BOARD OF TRUSTEES  
SOLANO COUNTY LAW LIBRARY**