

Minutes of the Solano County Law Library Board of Trustees (April 26, 2021)

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 4:09 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; Library Director Bonnie Katz; Assistant Director Suzanne Olawski; Law Librarian Jonathan Watson

ABSENT: Supervisor John Vasquez; Hendrick Crowell, Esq.

CORRECTIONS TO MINUTES:

None.

APPROVAL OF MINUTES:

Moved: Judge Carringer moved that the minutes from the meeting of June 22, 2020 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: Judge Carringer moved that the agenda be accepted.

Seconded: Judge Healy seconded the motion.

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

CORRESPONDENCE:

None.

ITEMS FROM THE FLOOR:

None.

OLD BUSINESS:

a. Update re: the Appointment of New Trustee: Although Supervisor Vasquez was not present to provide an update on his progress, the board members developed a plan of action. Ms. Katz will be contacting Solano County Counsel Bernadette Curry to inquire if she could suggest any individuals to serve as board members. Mr. Taylor will be contacting Julie Hilt, Executive Director for the Solano County Bar Association, and inquire the same. Any suggested names will be shared with Supervisor Vasquez for appointment. Due to Mr. Crowell being absent for three consecutive meetings, Mr. Taylor will invoke the statute and inform Mr. Crowell that his service has expired. The board members expressed their gratitude for the years of service that Mr. Crowell devoted to the Law Library Board of Trustees. With the upcoming vacancies, the board will be looking to recruit two new members.

b. 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 Judge Carringer seconded it. The motion was carried unanimously.

NEW BUSINESS:

a. Adoption of the FY 2021-22 budget – ACTION:

Ms. Katz presented the following budget reports to the Law Library Board of Trustees: “Solano County Law Library: “FY 2020/21 Actuals through March 31, 2021” and “Solano County Law Library: Budget FY 2021-2022.” She stated that the “big-ticket” items typically involve the materials budget and the amounts being paid to Solano County Library to run Solano County Law Library.

1.) “Solano County Law Library: Budget FY 2021-2022”:

- Item #2250—Other Prof. Expenses: To provide better service to the public, Ms. Katz recommended increasing the workforce to 1.5 employees—Mr. Watson will continue being the full-time employee (1.0) and the Library Associate would be increased to 0.5 status. Regardless of the proposed change, the Library Associate will still be devoting half of his weekly schedule at Solano County Law Library and the remaining half at Solano County Library’s Telephone Assistance Center. His work at the latter department comes out of Solano County Library’s budget. Under the **FY 21/22 PROPOSED** column, she listed the figure of \$185,625.00. The figure reflects an increase of \$20,122 when compared to the **FY 2020/21 PROPOSED** figure of \$176,852.00. The employment change would go into effect in July 2021.

- In the row that displays the overall amounts for TOTAL SERVICES AND SUPPLIES, the figure of \$359,070.00 listed under the **FY 21/22 PROPOSED** column reflects the total cost to operate the law library. Under the same column, *Item 9806—Fund Balance Available* shows the figure of \$311,607.00. In comparison, **FY 20/21 PROPOSED** column for the *Item 9806* states \$254,748.00, which reflects the money coming from the state. Additionally, within the section of TOTAL SERVICES AND SUPPLIES, *Item #8101—Contingency* (\$210,120.00) and *Item #9301—Reserves* (\$11,453.00) remain intact.

2.) “FY 2020/21 Actuals through March 31, 2021”:

- TOTAL SERVICES AND SUPPLIES: In reference to the proposed workforce change, Ms. Katz used the “FY 2020/21 Actuals through March 31, 2021” as a comparative document. Thus, she stated that adding \$160,000.00 to the amount of \$178,717.00 (listed in the TOTAL SERVICES AND SUPPLIES row for the **FY 21/22 PROPOSED** column) will bring the amount in range for the next fiscal year.

Judge Carringer carried the motion to adopt the FY 2021-22 budget with the recommendation from Ms. Katz that the Library Associate be upgraded to 0.5 status. Judge Healy seconded it, and the motion was carried unanimously.

LIBRARIAN’S REPORT:

None.

ANNOUNCEMENTS:

Ms. Katz informed the board that she will be retiring in May 2021. She introduced Assistant Director Suzanne Olawski to the board, who will be serving as the Interim Library Director until the position is permanently filled. The board thanked Ms. Katz for all the work that she has devoted to the Law Library Board of Trustees and wished her a wonderful retirement.

DATE OF NEXT MEETING:

The next meeting will be held on May 24, 2021.

ADJOURNMENT:

The meeting was adjourned via Zoom by Mr. Taylor at 4:27 p.m.

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