

## **Minutes of the Solano County Law Library Board of Trustees (November 22, 2021)**

### **CALL TO ORDER:**

The meeting of the Law Library Board of Trustees was called into order by Court Executive Officer Brian Taylor (Chairperson) at 4:03 p.m. at the Jury Assembly Room (located at the Old Solano Courthouse, 580 Texas Street—Lower Level, Fairfield, CA 94533).

### **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); JoAnn I. Parker, Deputy County Counsel; Oliver Ehlinger, Managing Attorney for Legal Services of Northern California [Vallejo]; Director of Library Services Suzanne Olawski, Assistant Director of Library Services Mike Eitner, Administrative Services Manager Lisa Lin, and 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 26, 2021 be accepted.

Seconded: Judge Stashyn seconded the motion.

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

### **APPROVAL OF AGENDA:**

Moved: Judge Stashyn 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. Budget update for Solano County Law Library (with attachments): Ms. Olawski presented two budget reports:

- FY 2021-2022 Revised Budget: The revised budget includes an escalation of \$29,111 in Other Professional Services (#2250) to cover the increase of the Library Associate to 0.50% beginning FY 2021-2022, which was approved by the Board at their April 26, 2021 meeting. The Fund Balance (#9806) was updated to reflect FY 2020-2021 year-end actuals, which changed the contingency amount by \$10,448.
- FY 2021-2022 ACTUALS THROUGH October 31, 2021: In comparison to the abovementioned report, Ms. Olawski stated that the main difference in the current report involved Acct.#2285—*Rents & Leases – Equip.*, as the variance of \$3,428.00 reflected a refund check from Smile, Inc. The account item also reflects monies utilized to replace the photocopier, and any discrepancies pertain to funds added to the contingency account.

Ms. Lin was present should the Board have any further budgetary questions. The Board did not.

## **NEW BUSINESS:**

a. Determine the pricing for color copies at Solano County Law Library – ACTION: Mr. Watson stated that Solano County Law Library has been temporarily charging \$0.50 for color copies (due to Solano County Library's existing setup) until it can receive the final approval from the Board. Ms. Olawski stated that the County of Solano does not possess a fee standard. She mentioned that the Solano County Library Director has the authority to set prices that will enable the recouping of costs. She surmised that the current cost of \$0.50 for color copies at the Solano County Library branches was settled upon after the surveying of similar library systems and copier establishments. Comparatively, Judge Carringer stated that the color copy charge would be like the Statewide Filing Fee Schedule that currently charges \$0.50 per page for any copies. Judge Carringer moved to adopt \$0.50 as the price for color copies and Mr. Ehlinger seconded the motion. The motion was carried unanimously.

b. Developing a vision for Solano County Law Library's services: Mr. Taylor informed the Board that there have been discussions about replacing the Hall of Justice in next year's judicial branch budget and an ongoing assessment of the state funds that the project will require. The Hall of Justice is owned by the County of Solano and broadly managed by the Judicial Council of California. It is anticipated that the State of California will primarily be focused on court spaces in the design of a new courthouse. Mr. Taylor believed that the County and State are currently discussing a flood project regarding the new courthouse, and he hopes to engage them on future discussions about space for the law library. Mr. Taylor asked the Board what their preferences would be regarding the Law Library's location:

- To demonstrate that negotiations could be possible, Ms. Parker stated that the Solano County Government Center has apportioned space to Public Defenders who are

representing juvenile defendants. She stated that relocating the Law Library to, say, the Government Center could be impactful as the library's current location in the courthouse is beneficial to self-help litigants and constituents altogether. Judge Stashyn and Judge Carringer agreed with Ms. Parker's point. Additionally, Ms. Parker stated that more people are turning towards cell phones, and perhaps the Law Library could provide more online access to customers. Ms. Parker also noted that it could be a costly affair to relocate the Law Library to an unused county space.

- Mr. Ehlinger stated that Legal Services of Northern California often makes referrals to the Law Library (as well as the online resources that Sacramento County Law Library offers) and believed that it would be prudent to have it located in the courthouse for indigent individuals that require a physical space to obtain legal information and print documents. He inquired as to if Yolo County Law Library is stationed in one of the newer government buildings, and Mr. Taylor and Mr. Eitner stated that the library is still housed in an older edifice.
- Judge Carringer stated that having the Law Library in a courthouse allows for a meet and confer space for individuals, including family law litigants and their attorneys.
- Mr. Taylor would like Mr. Watson to analyze new technologies that might be considered to fulfill the needs of customers. Additionally, there are discussions to move Solano County Superior Court towards e-filing by May 2022, and he inquired as to if the Law Library could assist customers by way of providing the necessary equipment. Mr. Taylor would also like Mr. Watson to poll various county law libraries that have e-filing capabilities and determine how they have arranged their facilities to allow for such functions. Ms. Olawski added that it might be ideal to ascertain if such county law libraries offer e-filing submission via Wi-Fi or through desktop computers.
- Ms. Olawski and Mr. Eitner are currently conducting an environmental scan of the Law Library, and Mr. Eitner is working with Mr. Watson to solidify the general usage requirements. Some of the matters being considered is how much spacing should be allocated for computers, meeting spaces and print materials. For instance, if it is proposed to have a smaller space for the Law Library, Mr. Eitner mentioned the possibility of compact shelving to allow for meeting spaces and shelved materials to coexist in the same areas.
- Mr. Taylor mentioned that discussions about the new courthouse might not arise until July 2022. Ms. Olawski will oversee Mr. Eitner's and Mr. Watson's progress regarding the general usage analyses, and any findings will be ready for presentation by the time the Board convenes for their annual budget meeting in Spring 2022. Mr. Taylor stated that the item can be agendaized for discussion when the time comes.

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

Mr. Watson stated that adding a virtual component to Solano County Library's "Lawyers in the Library" program is still a work in progress. The next phase will be contacting large law firms that conduct pro bono work to determine if there would be any interested attorneys. He thanked Mr. Ehlinger for helping him get in touch with Julie Hilt, the Executive Director for the Solano County Bar Association. Currently, there are 5 local attorneys who would be interested in volunteering should there be a virtual component added to the existing program. Judge Carringer and Mr. Ehlinger suggested possible recruitment avenues to Mr. Watson.

**ANNOUNCEMENTS:**

None.

**DATE OF NEXT MEETING:**

The next meeting will be held on December 27, 2021.

**ADJOURNMENT:**

The meeting was adjourned by Mr. Taylor at 4:38 p.m.

**RESPECTFULLY SUBMITTED,**

*Jonathan Watson*

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