

Minutes of the Solano County Law Library Board of Trustees (April 25, 2022)

CALL TO ORDER:

The meeting of the Law Library Board of Trustees was called into order by Court Executive Officer Brian Taylor (Chairperson) at 4:01 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); JoAnn I. Parker, Deputy County Counsel; Oliver Ehlinger, Managing Attorney for Legal Services of Northern California [Vallejo]; Suzanne Olawski, Director of Library Services for Solano County Library; Lisa Lin, Administrative Services Manager for Solano County Library; Jonathan Watson, Law Librarian for Solano County Law Library

ABSENT: Judge Wendy Getty; Judge Daniel J. Healy; Supervisor John M. Vasquez

CORRECTIONS TO MINUTES:

None.

APPROVAL OF MINUTES:

Moved: Judge Carringer moved that the minutes from the meeting of November 22, 2021, be accepted.

Seconded: Ms. Parker seconded the motion.

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

APPROVAL OF AGENDA:

Moved: Mr. Ehlinger 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. Review and reaffirmation of agreement for service between the Law Library Board of Trustees and the County Library per contract – **ACTION:** Ms. Parker moved for a motion to reaffirm the agreement and its first amendment, and Judge Carringer seconded it. The motion was carried unanimously.
- b. Developing a vision for Solano County Law Library’s services: Mr. Watson contacted organizations such as Legal Services of Northern California (Vallejo), Family Law Facilitator, and members of the Solano County Bar Association to learn of any potential collaborations or partnerships that might be desired.
 - Access to legal resources: The members of Solano County Bar Association who responded mainly expressed an interest in having access to legal resources from outside of Solano County Law Library. Mr. Watson learned that Lexis E-Books might be the closest to fulfilling that request and presented the subscription figures to the Board:
 - When asked by Mr. Taylor if Solano County Law Library carries a vital array of Lexis titles, Mr. Watson confirmed that the collection carried significant titles from the publisher.
 - Judge Carringer inquired how much staff would be involved in helping customers navigate a database. Ms. Olawski confirmed that Solano County Library staff typically assists customers with the basics in the beginning and then equips them with the tools to utilize a database on their own.
 - Ms. Parker inquired if providing free access to legal materials could potentially impact the business models for attorneys. Ms. Olawski stated that providing public access would all depend upon the licensing agreement, though at least with Solano County Library, customers are required to log in with their library card number.
 - Additionally, Ms. Parker inquired if customers will be required to download any materials onto their devices. Ms. Olawski stated that Solano County Library databases in general provides different viewing options, and should something be required to be downloaded, the resource typically self-deletes in a set period. Mr. Watson confirmed that Sonoma County Law Library subscribes to the database and has the following arrangement: four-day checkout periods; 1 electronic copy of the title is available for remote checkout whereas the same title is always accessible when used in-house.

- Mr. Watson will be gathering additional data from his Lexis contact, and Mr. Taylor asked him to summarize his findings in a report and distribute it to the Board. If the pricing and access details sound reasonable, the Board may move forward with the subscription without having to convene.
- Collaborations and partnerships: The Family Law Facilitator and Legal Services of Northern California expressed an interest in collaborating on creating legal self-help resources for the public, though so long as the necessary approval is obtained by Solano County Library and Solano County Superior Court so that there would not be any conflicts of interest:
 - Ms. Parker suggested that guides already created by establishments such as Sacramento County Law Library could potentially serve as models for ones produced by Solano County Law Library, though she and Ms. Olawski agreed that obtaining the necessary permission from the guide creator would be advisable.
 - Mr. Ehlinger mentioned the benefits of having access to self-help resources produced by other establishments, though he noted that there might be county-specific processes that may not apply to Solano County litigants. When compared to establishments such as Sacramento County Law Library, Mr. Taylor mentioned that Solano County Law Library does not have an attorney on staff who could produce such guides and ensure that the data will be specific to Solano County Superior Court.
 - If Solano County Law Library produced its own legal self-help guide by adapting another establishment's model, Judge Carringer inquired if that would affect any grant-funding as the potential number of website visits for the establishment that created the original source could be impacted. Mr. Taylor does not believe that such grant funds would be affected. As Ms. Parker understands it, if an establishment is not required to do any work on a self-help resource, they can share it with other government entities. If, on the other hand, work is required, Solano County Law Library would be required to pay for the establishment's associated IT costs.
 - If the Board wanted to pursue the project, Ms. Parker suggested recruiting Solano County Bar Association attorneys. She announced her upcoming retirement and volunteered to work with Mr. Watson on any potential collaboration projects and even serve as the chair of any committee that might be formulated. Additionally, if the project is explored, Ms. Parker believed that the composition processes would be done gradually to accommodate the schedules of Mr. Watson and any volunteer attorneys.

Mr. Watson emphasized that he was mainly conducting preliminary investigations regarding the item and is open to contacting other organizations or departments that the Board members deem significant for further feedback.

NEW BUSINESS:

a. Adoption of the FY 2022-2023 budget – ACTION: Ms. Olawski presented two budget reports:

- FY 2021-2022 ACTUALS THROUGH March 31, 2022: Ms. Olawski provided the report to ensure that the Board has the actual figures as of late March 2022.
- FY 2022-2023 Budget: Ms. Olawski provided a breakdown of the following items—
 - Item #2180—*Books & Subscriptions:* The **FY 22/23 PROPOSED** amount is \$90,000, which is a higher amount compared to the **FY 20/21 ACTUALS** amount of \$62,547.
 - Item #2201—*Office Equipment:* The **FY 22/23 PROPOSED** amount is \$300 due to Solano County Law Library acquiring a new copy machine and vending system.
 - Item #2215—*Managed Print Cost Per Copy:* The item specifically refers to the new photocopier, which Solano County Law Library now pays for separately (including any supplies such as copier paper).
 - Item #2235—*Accounting & Fin Svc:* The **FY 22/23 PROPOSED** amount of \$2,800 is a slight increase from the \$2,500 amount shown for **FY 22/22 REVISED**.
 - Item #2250—*Other Prof. Expenses:* The **FY 22/23 PROPOSED** amount is \$80,000.00, which reflects the anticipated cost of living adjustment (COLA) for next year.
 - Item #2285—*Rents & Leases – Equip.:* The **FY 22/23 PROPOSED** amount of \$2,000 reflects the renting cost for the photocopier.
 - **TOTAL SERVICES AND SUPPLIES FOR FY 22/23 PROPOSED = \$408,447**
 - Item #8101—*Contingency:* Ms. Olawski stated that \$287,182 was a healthy amount and reflected the addition of the state funding received last year.
 - Item #9401—*Interest Income:* Ms. Lin stated that the FY 22/23 PROPOSED amount of \$1,300 was a conservative amount, and the figure is based on the Treasury’s Office.
 - Item #9603—*Photo/Microfiche Copies:* According to Ms. Olawski, the **FY 22/23 PROPOSED** amount of \$4,580 reflects the anticipation of additional revenue for the photocopier service.
 - Item #9613—*Court Fees:* Ms. Olawski stated that the figures remain the same, and thus the **FY 22/23 PROPOSED** amount is \$264,250.
 - **TOTAL REVENUES FOR FY 22/23 PROPOSED = \$695,629.**

Ms. Olawski mentioned that the fund balance is at a healthy level too. There is even enough funding to subscribe to Lexis E-Books should the Board want to explore that venture.

Judge Carringer moved for a motion to adopt the FY2022/23 Solano County Law Library budget, and Ms. Parker seconded it. The motion was carried unanimously.

LIBRARIAN'S REPORT:

Mr. Watson emphasized that the 2012 strategic plan goals compiled by Judge Getty and her then-Judicial Assistant Maia Fields served as the basis for the projects that he undertook from December 2021-February 2022 (e.g., reorganizing the Law Library's collection by Dewey Decimal Number). The focus was to bring Solano County Law Library up to Solano County Library's standards.

ANNOUNCEMENTS:

None.

DATE OF NEXT MEETING:

The next meeting will be held on May 23, 2022.

ADJOURNMENT:

The meeting was adjourned by Mr. Taylor at 4:37 p.m.

RESPECTFULLY SUBMITTED,

Jonathan Watson

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