

MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

AUGUST REGULAR MEETING, AUGUST 18, 2020

1.0 Meeting and Organization

1.1 Establish Quorum Meeting called to order at 5:05 p.m. Present at the call to order: John Gallagher, Lolly Belanger, Emily DuBois, Julia Hill, Dinah Sapia, and Timothy Volkmann. Absent: Alan Smith. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/Sapia 6/0**

2.0 Public Comment – None

3.0 Oral Communication

3.1 State Budget Allocation for backfill of civil filing fee revenue – The librarian reported that Council of California County Law Librarians was successful in securing a \$7 million appropriation in the State Budget for FY 20-21. The allocation formula has been established. We will be receiving .36% which is \$25,351. Distribution will be in approximately three weeks.

3.2 Update on resumption of in-person services – From July 13th through August 14th we had 352 in-person visits. Most lasted less than 15 minutes and 69 of the 352 were set appointments. We had 222 phone calls and 53 email exchanges of information. For approximately the same time period last year there were 947 in-person visits, 141 phone calls and 57 emails (for the month of August). Emails were tracked differently pre-COVID.

3.3 Librarian's Report – We received another \$500 donation from John Thornton. This is the second one this year. The librarian will draft a thank you letter. At the end of July, the Librarian was informed that a conversation had occurred between Alex Calvo and Nichole Coburn from the County CAO's office. The gist of the conversation was that the County would like to relocate the Law Library to a different location. As of the date of the meeting, the librarian had not been contacted by County staff. The librarian received an email from the library's property insurance regarding a communicable disease endorsement that was part of the policy for the 2019-2020 fiscal year. The email provided the required claim form for those wanting to pursue claims due to COVID related losses. Trustee Julia Hill will assist the librarian with submitting a claim for losses sustained by the library.

4.0 Consent Agenda – **ACTION TAKEN: Motion to approve consent agenda M/S/C DuBois/Sapia 6/0**

4.1 Approval of Disbursements for August

4.2 Approval of Meeting Minutes of July Meeting

4.3 Acceptance of Preliminary FY 19-20 Year End Report

5.0 Regular Agenda

5.1 Approve setup of new US Bank Account and designate signers – **ACTION TAKEN: Motion to designate signers on the US Bank Account as Renee Fleming, John Gallagher, and Julia Hill. Administrators for online purposes designated as Renee Fleming, Tracy Zertuche, and one additional court finance staff. M/S/C Sapia/Volkmann 6/0**

6.0 Future Meetings September 15, 2020

Adjourned Meeting adjourned at 5:36 p.m.

Respectfully Submitted,

Renee Fleming, Recording Secretary
Board of Law Library Trustees