

MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

OCTOBER REGULAR MEETING, OCTOBER 20, 2020

1.0 Meeting and Organization (Telephonic Meeting Pursuant to California Executive Order No. N-29-20)

1.1 Establish Quorum Meeting called to order at 5:02 p.m. Present at the call to order: John Gallagher, Lolly Belanger, Emily DuBois, Julia Hill, Dinah Sapia, Alan Smith and Timothy Volkmann. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/Sapia 7/0**

2.0 Public Comment – None

3.0 Oral Communication

3.1 Update on resumption of in-person services – From September 8th through October 9th we had 315 in-person visits. Most lasted less than 15 minutes and 61 of the 315 were set appointments. We had 254 phone calls and 69 email exchanges of information. For approximately the same time period last year there were 975 in-person visits, 137 phone calls, and for September 52 emails. Emails were tracked differently pre-COVID, so a number for the exact dates is not available. For the first quarter of this fiscal year (July-September) we had 829 in-person visits and 190 of those were pre-set appointments, 653 phone calls, and 187 email exchanges of information. For the first quarter of fiscal year 19-20 we had 1836 in-person visits, 381 phone calls and 143 email exchanges of information.

3.2 Librarian's Report – A letter requesting Board of Trustees appointments for 2021 has gone out to the Board of Supervisors. The letter to Superior Court will go out at the end of the week. Prior to reopening in June, we removed all of our fabric chairs that were used at the public tables and public computers. These chairs have been disposed of.

4.0 Consent Agenda – **ACTION TAKEN: Motion to approve consent agenda M/S/C DuBois/Sapia 7/0**

4.1 Approval of Disbursements for October

4.2 Approval of Meeting Minutes of September

5.0 Regular Agenda

5.1 Approval of Annual Report for Fiscal Year 2019-2020 – **ACTION TAKEN: Motion to approve Annual Report M/S/C Hill/Sapia 7/0**

6.0 Future Meetings November 17, 2020

Adjourned at 5:19 p.m.

Respectfully Submitted,

Renee Fleming, Recording Secretary
Board of Law Library Trustees