

MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

NOVEMBER REGULAR MEETING, NOVEMBER 17, 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: Lolly Belanger, Emily DuBois, Julia Hill, Dinah Sapia, and Timothy Volkmann. Absent: John Gallagher, and Alan Smith. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C DuBois/Sapia 5/0**

2.0 Public Comment – None

3.0 Oral Communication

3.1 Update on resumption of in-person services – The statistics for the month were inadvertently left out of the agenda materials. The librarian will present the numbers next month.

3.2 Librarian’s Report – The Library received another \$500 donation from John Thornton. After the agenda went out, the librarian was given notice that support staff was resigning. The Court has instituted a hard hiring freeze due to budgetary constraints. With the loss of staff, the librarian will be the only staff. This may impact operations. **ACTION TAKEN: Motion to allow librarian authority to structure reasonable holiday hours including closures. M/S/C Volkmann/Sapia 5/0**

4.0 Consent Agenda – **ACTION TAKEN: Motion to approve consent agenda M/S/C Sapia/Volkmann 5/0**

4.1 Approval of Disbursements for November

4.2 Approval of Meeting Minutes of October Meeting

5.0 Regular Agenda

5.1 Approval of Final Budget for Fiscal Year 2020-2021 – after discussion **ACTION TAKEN: Motion to approve final budget M/S/C Sapia/Belanger 5/0**

5.2 Approval of Record Retention Policy - **ACTION TAKEN: Motion to approve retention policy M/S/C DuBois/Belanger 5/0**

6.0 Future Meetings December 15, 2020

Meeting adjourned at 5:23 p.m.

Respectfully Submitted,

Renee Fleming, Recording Secretary
Board of Law Library Trustees