

MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

DECEMBER REGULAR MEETING, DECEMBER 15, 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, Dinah Sapia, and Timothy Volkmann. Absent: Julia Hill, 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 – Statistics on services were provided for the last two months and from June 8th through November 30th.

From October 12, 2020 – November 6, 2020 we had 278 in-person visits, of which 51 were prescheduled appointments. We assisted 278 phone callers and had 60 email exchanges of information. For approximately the same period in 2019 we had 711 in-person visits, 134 phone calls and 57 email exchanges.

From November 9 – December 4 we had 222 in-person visits, of which 40 were prescheduled appointments. We assisted 178 phone callers and had 77 email exchanges of information. For approximately the same period in 2019 we had 629 in-person visits, assisted 117 phone callers, and had 39 email exchanges of information.

From June 8th through November 30th we had 1,587 in-person uses, assisted 1,234 callers, and had 442 email exchanges of information. The librarian reported that since the resumption of services on June 8th approximately 92% of in-person users are non-attorneys.

3.2 Law Library Closure December 28th through January 1st – We will be closing the week between Christmas and New Year's. The closure coincides with the County furlough week, so the impact should be minimal.

3.3 Librarian's Report – The current law library assistant's last day with the library will be on December 24th. With the hiring freeze in place it is unknown when we will be able to hire a replacement. Having the librarian as the only staff presents possible challenges that may require unexpected closures of the library or a change to library operations. **ACTION TAKEN: Motion to give the librarian full authority to make decisions about when the library will be open or closed and how the library will offer services. M/S/C Volkmann/Sapia 5/0**

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Dubois/Volkmann 4/0 John Gallagher abstaining

4.1 Approval of Disbursements for November

4.2 Approval of Meeting Minutes of October Meeting

5.0 Regular Agenda - none

6.0 Future Meetings January 19, 2020

Meeting adjourned at 5:23 p.m.

Respectfully Submitted,

Renee Fleming, Recording Secretary
Board of Law Library Trustees