

AGENDA

Santa Cruz County Law Library Board of Trustees

March Regular Meeting

March 16, 2021

Santa Cruz County Law Library, Room 070

5:00 pm

Trustees will participate remotely via teleconference. Members of the public may listen and participate by calling 1-425-436-6397 and entering access code 665842.

1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

2.0 Public Comment

3.0 Oral Communication

- 3.1 Update on resumption of in-person services
- 3.2 Upcoming Library Closure
- 3.3 Librarian's Report

4.0 Consent Agenda

- 4.1 Approval of Disbursements for March
- 4.2 Approval of Minutes of February Meeting

5.0 Regular Agenda

- 5.1 Approval of Virtual Scrabble Challenge for 2021

6.0 Future Meetings

- 6.1 April 20, 2021

7.0 Adjourn

Notice to the public:

The public has the right to comment on any item listed on the regular meeting agenda before or during the consideration of that item. When a member of the public raises an issue, which has not yet come before the board, the item may be discussed but no action may be taken at the meeting.

The meeting facilities are accessible to persons with disabilities. Requests for interpretive services, assistive listening devices or other considerations may be made through the Santa Cruz County Law Library either in person or by phone at the address above or at (831) 420-2205, no later than two working days before the meeting.

Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours

AGENDA ITEM 3.1

Law Library Services

February 2021

(17 open days)

In-person – 281

Appointments – 47 of the 281 were appointments

Phone calls – 125

Emails - 83

February 2020

(18 open days)

In-person – 670

Phone calls – 150

Emails – 68

AGENDA ITEM 3.2

Upcoming Closure

The library will be closed on Thursday and Friday April 1 and April 2 in order to accommodate staff time off. Notices will be posted in the library and on the library's website on March 15th.

AGENDA ITEM 3.3

Librarian's report

Donations: We received two recent donations. \$500 from John Thornton and a \$100 check and two \$25 gift cards from our mail carrier, Bill Stoesen. Thank you letters have been sent out.

Council of California County Law Librarians: Lobbying efforts continue to include county law librarians as a line item in the State Budget for the upcoming fiscal year. Requests have been sent out to our state representatives. CCCLL is now asking that we reach out to individuals, trustees, local bar associations and organizations to send letters in support of our request. Our lobbyist feels that it would be helpful to show the impact county law libraries have in our community.

AGENDA ITEM 4.1

FEBRUARY 2021 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
AT&T	16117557	03/01/2021	MONTHLY CHARGES	23.49
CALPERS	100000016348671	03/01/2021	UAL MONTHLY	3647.68
CEB	10994726	02/16/2021	JEFFERSON'S CA EVIDENCE	304.50
CEB	10995830	02/17/2021	CA REAL PROP SALES TRANSACTIONS	281.56
CEB	10996222	02/16/2021	ADVISING COMMON INTEREST COMMUNITIES	281.56
CEB	10998345	02/26/2021	DEBT COLLECTION PRACTICE	261.46
CEB	10997276	02/23/2021	CA GOVT TORT LIABILITY	293.36
CEB	10998840	02/26/2021	CA MORTGAGES, DEEDS OR TRUST	302.75
CEB	10999556	03/04/2021	CA TRUST & PROBATE LITIGATION	267.25
CRUZIO	B33987-37	03/07/2021	INTERNET	84.90
LEXIS NEXIS	187430I	03/01/2021	MONTHLY PRINT PLAN	2434.01
LEXIS NEXIS	3093128877	02/28/2021	LEXIS ADVANCE	676.00
LEXIS NEXIS	24356034	03/01/2021	CA OFF APP REPTS BV 36	30.62
SHARP	9003186062	02/22/2021	COPIER MAINTENANCE 1/22-2/22	268.45
SUPERIOR COURT	121	03/01/2021	MARCH REIMBURSEMENT	5000.00
WEST	843930896	03/01/2021	WESTLAW	1814.99
WEST	844014727	03/04/2021	MONTHLY PRINT PLAN	775.42
TOTAL				\$16748.00

AGENDA ITEM 4.2
MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
FEBRUARY REGULAR MEETING, FEBRUARY 16, 2021

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 5:00 p.m. Present at the call to order: John Gallagher, Lolly Belanger, Julia Hill, and Alan Smith and. Absent: Emily DuBois, Dinah Sapia and Timothy Volkmann. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Smith/Belanger 4/0**

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Update on resumption of in-person services – Statistics on services were provided. From January 11th – February 5th we had 266 in-person visits, of which 51 were appointments. We assisted 182 phone callers and had 64 email exchanges of information. For approximately the same period last year we had 706 in-person visits, 111 phone calls, and 74 emails.

3.2 Contingency staffing plan – The librarian presented what was likely to happen during unexpected absences or planned absences of the librarian. This may include closures, or a shift or reduction in open hours. The librarian will keep the Board informed.

3.3 Fundraising for 2021 – After discussion it was decided that Trustees Julia Hill and Lolly Belanger would assist the librarian with creating a letter to solicit donations since the library will be unable to host the Annual Scrabble Tournament this Spring.

3.4 Librarian’s Report: The Council of California County Law Librarians is asking libraries to send letters to our representatives requesting they support a request for funding in the 2021-2022 State Budget. The new law library website is ready to launch. The librarian will send out an email when it has been made public. The librarian was asked to add the teleconference number to the agendas.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Smith/Hill 4/0

4.1 Approval of Disbursements for January

4.2 Approval of Meeting Minutes of December Meeting

5.0 Regular Agenda - NONE

6.0 Future Meetings March 16, 2021

Meeting adjourned at 5:24 p.m.

AGENDA ITEM 5.1

Virtual Scrabble Challenge

Background: At our last meeting, trustees Julia Hill and Lolly Belanger agreed to assist the librarian in exploring a campaign to raise money in place of the law library's annual Scrabble Tournament. In the course of this, it was discovered that two organizations hosted Virtual Scrabble Tournaments last year. After doing some research, we decided to move forward with exploring offering a Virtual Scrabble Challenge this year. We contacted Jack Dilles to gauge his interest in participating.

How it works: Invite individuals to play Scrabble by using any online app or using the board game with members of that individual's household. Online games may be played against individuals or AI. Participants will be asked to play a set number of games during a specific number of days and submit their scores.

Proposal: Set a time for the Challenge in late Spring or early Summer. We will ask participants to play 3 games over 2 weeks. Participants can choose to play in the recreational or competitive division. They will submit their scores to us either through email or an online form. Players will be ranked using win/loss record and total score. Prizes will be awarded for 1st – 3rd place and for law words and spellbinding words. Cost to participate will be \$10. We will publicize the event by sending out email invitations to past participants, an email blast through the Bar Association, and contacting local newspapers and online event calendars. All proceeds will be split with the Teen Peer Court.

What we need if proposal is approved:

- Prizes – all prizes will be gift cards for ease of distribution. We have a few from our cancelled tournament last year; however, we need additional for both 1st – 3rd place prizes and prizes for law words and spellbinding words.
- Coordination of Bar fundraising efforts – we need someone to reach out to members of legal community to encourage both participation and donations.

Recommendation: Approve proposal to hold a Virtual Scrabble Challenge for 2021.