

AGENDA

Santa Cruz County Law Library Board of Trustees

June Regular Meeting

June 15, 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 Scrabble Virtual Challenge wrap-up
- 3.3 Law Library Closure/reduced hours July 19-23
- 3.4 Law Library Assistant Recruitment update
- 3.5 Librarian's Report

4.0 Consent Agenda

- 4.1 Approval of Disbursements for June
- 4.2 Approval of Minutes of May Meeting

5.0 Regular Agenda

- 5.1 Changes to In-person Services

6.0 Future Meetings

- 6.1 July meeting date TBD

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

May 2021
(20 open days)

In-person – 289
Appointments – 52 of the 289 were appointments
Phone calls – 145
Emails - 55

May 2021
(22 open days – remote services only)

In-person – 0
Phone calls – 103
Emails – 105

AGENDA ITEM 3.2

Virtual Scrabble

We had ten participants submit scores. To date we raised \$3,276 that will be split with the Teen Peer Court Program.

AGENDA ITEM 3.3

Law Library Closure/Reduced Hours

The week of July 19-23 the law library will only be open Tuesday and Thursday from 8:00 a.m. to 12:00 p.m. to accommodate staff time off. Notices will be posted beginning the first week in July in the library and online.

AGENDA ITEM 4.1

JUNE 2021 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
AT&T	16552427	06/01/2021	MONTHLY CHARGES	26.26
CALPERS	100000016443298	06/01/2021	UAL MONTHLY	3647.68
CEB	11004084	03/29/2021	PRAC UNDER CEQA	334.33
CEB	11012403	05/14/2021	CA CRIM LAW	426.86
CEB	11012767	05/12/2021	CA CIVIL APP PRAC	275.88
CEB	11013459	05/18/2021	CA DECEDENT ESTATE	338.92
CEB	11014577	06/03/2021	ELDER LAW LITIGATION	215.57
CRUZIO	B33987-43	06/07/2021	INTERNET	84.90
EBSCO	1000156499-1	06/01/2021	LEGAL INFO REF CENTER ONLINE	1469.00
INGRAM	53029636	05/20/2021	HOW TO FORM NONPROFIT CORP	37.76
LEXIS NEXIS	1874307K	05/14/2021	MONTHLY PRINT PLAN	2321.87
LEXIS NEXIS	3093279040	05/31/2021	LEXIS ADVANCE	676.00
LEXIS NEXIS	2205670K	05/14/2021	MONTHLY PRINT CA PRE-TRIAL PRACT	72.50
LEXIS NEXIS	2542614	06/01/2021	MONTHLY PRINT PLAN	2544.26
LEXIS NEXIS	25228382	05/17/2021	CA OFF APP RPTS BV 39	30.62
SHARP	9003317676	05/28/2021	COPIER MAINTENANCE 4/22-5/24	268.45
STAPLES	3476653951	05/07/2021	SUPPLIES	189.91
SUPERIOR COURT	124	05/01/2021	JUNE REIMBURSEMENT	5000.00
WEST	844448803	06/01/2021	WESTLAW	1833.14
WEST	844538906	06/04/2021	MONTHLY PRINT PLAN	775.42
			TOTAL	\$20569.33

AGENDA ITEM 4.2
MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MAY REGULAR MEETING, MAY 18, 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 5:03 p.m. Present at the call to order: Lolly Belanger, Emily DuBois, John Gallagher, Julia Hill, Dinah Sapia, and Alan Smith. Absent: Timothy Volkmann. Also, in attendance: Renee Fleming.

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

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 months of April 2021 and April 2020. In April 2021 we had 334 in-person visits, of which 50 were appointments. We assisted 123 phone callers and had 76 email exchanges of information. In April 2020 we had 0 in-person visits, 109 phone calls, and 155 emails.

3.2 Scrabble Virtual Challenge update – Twenty-nine participants have registered for the Scrabble Tournament. Ten in the competitive division and nineteen in the recreational division.

3.3 Librarian's Report:

- There was brief discussion about when to bring back in-person Board of Trustees meetings. The subject will be revisited in a few months. **Trustee Smith left the meeting at 5:19 p.m.**
- Recruitment to fill one of the vacant Law Library Assistant positions will begin the first week of June. The application period will be open for four weeks.
- The librarian has time off scheduled for July 19-23. During this week the Law Library will only be open on Tuesday and Thursday. Coverage will be provided by Sasha Morgan. Notice will be posted well in advance in the law library and on our website. Regular library users and community partners will be informed.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Hill/DuBois 5/0

4.1 Approval of Disbursements for April

4.2 Approval of Meeting Minutes of March Meeting

5.0 Regular Agenda

5.1 Approve Preliminary Budget for Fiscal Year 2021-2022 – after discussion **ACTION TAKEN: Motion to approve M/S/C Sapia/Hill 5/0**

6.0 Future Meetings: June 15, 2021

Meeting adjourned at 5:36 p.m.

Agenda Item 5.1

Changes to In-person Services

- Current services:** Public hours for walk-ins and appointments from 8:00 a.m. to 12:00 p.m. Appointments are encouraged, but not required if space is available. Users are limited to one hour per day of library use. Remote services are provided via phone and email both during public hours and in the afternoons. After hours access is suspended.
- Proposed changes:** Keep public hours for walk-ins and appointments the same. Remove the time limit on how long people can remain in the library during our open hours. Keep time limits on computers and encourage appointments for computer use. Consider increasing time limits on computers to two hours per day if we are able to allow additional computers to be used. Remote services will continue to be provided during public hours and in the afternoons. After hours access to remain suspended.
- Effective date:** Proposed changes would begin on Tuesday, July 6, 2021.

Agenda Item 6

July Meeting Date

The regular July meeting will need to be held on an alternate date due to the librarian's unavailability on July 20th.