

# AGENDA

## Santa Cruz County Law Library Board of Trustees

September Regular Meeting  
September 21, 2021  
Santa Cruz County Law Library, Room 070  
5:00 pm

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Trustees will participate remotely via Zoom. Members of the public may listen and participate in the meeting by using the link below:

<https://santacruzcourt-org.zoomgov.com/j/1601384133?pwd=YTIvdEhZSEI4elZqbUdOS0ZuYk8wZz09>

Or using:

Meeting ID: 160 138 4133

Passcode: 914626

One tap mobile

+16692161590,,1601384133# US (San Jose)

Dial by your location

+1 669 216 1590 US (San Jose)

Meeting ID: 160 138 4133

### 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 In-person services

3.2 Update on Law Library Assistant Recruitment

3.3 Librarian's Report

### 4.0 Consent Agenda

4.1 Approval of Disbursements for September

4.2 Approval of Minutes of August Meeting

### 5.0 Regular Agenda

5.1 NONE

### 6.0 Future Meetings

6.1 October 19, 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.

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**

August 2020  
(21 open days)

In-person – 226  
Appointments 51 of the 226 were  
appointments  
Phone calls – 194  
Emails - 66

August 2021  
(19 open days)

In-person – 347  
No appointments required  
Phone calls – 102  
Emails – 36

**AGENDA ITEM 4.1**

**SEPTEMBER 2021 LAW LIBRARY DISBURSEMENTS**

<b>VENDOR</b>	<b>INVOICE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
AT&T	16974819	09/01/2021	MONTHLY CHARGES	25.87
ALLIANT	10494	09/10/2021	SLIP INSURANCE 21-22	2212.35
CALPERS	100000016506554	08/01/2021	UAL MONTHLY	3384.75
CEB	11024231	07/09/2021	DRAFTING CA IRREVOCABLE TRUSTS	333.73
CEB	11027450	08/12/2021	CA CRMINAL LAW FORMS	210.55
CEB	11027827	08/16/2021	CA PROB WORKFLOW MANUAL	273.64
CEB	11029706	08/18/2021	CA SUMMARY JUDGMENT	300.44
CEB	11029864	08/19/2021	CA CHILD & SPOUSAL SUPPORT	198.53
CEB	11031188	09/03/2021	CA SUBDIVISION MAP ACT	237.59
CEB	11031660	09/10/2021	AG TRANSFERRING PROPERTY W/O PROB	197.44
CRUZIO	B33987-49	09/07/2021	INTERNET	84.90
INGRAM	54273591	08/12/2021	EVERYBODYS GUIDE TO SMALL CLAIMS COURT	24.65
LEXIS NEXIS	3093421080	08/31/2021	LEXIS ADVANCE	676.00
LEXIS NEXIS	254261B	08/13/2021	MONTHLY PRINT PLAN	2433.56
LEXIS NEXIS	26766736	08/10/2021	CA OFF RPTS BV 09	32.17
SHARP	9003445053	08/28/2021	COPIER MAINTENANCE	268.45
STAPLES	3484118392	08/07/21	TONER	34.03
SUPERIOR COURT	127	09/01/2021	SEPT REIMBURSEMENT	5000.00
WEST	844937181	09/01/2021	WESTLAW	1833.14
WEST	845029345	09/04/2021	MONTHLY PRINT PLAN	776.30
<b>TOTAL</b>				<b>\$18538.09</b>

**AGENDA ITEM 4.2**  
**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES**

**AUGUST REGULAR MEETING, AUGUST 17, 2021**

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**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 5:01 p.m. Present at the call to order: Lolly Belanger, Emily DuBois, John Gallagher, Dinah Sapia, Alan Smith and Timothy Volkmann. Absent: Julia Hill. Also, in attendance: Renee Fleming.

**1.2** Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/Sapia 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 June and July for both 2020 and 2021.

- In June 2021 we had 306 in-person visits of which 35 were appointments. We assisted 152 phone callers and had 76 email exchanges of information. In June 2020 we had 238 in-person visits, 179 phone calls, and 108 emails.
- In July 2021 we had 274 in-person visits. We assisted 100 phone callers and had 64 email exchanges of information. In July 2020 we had 321 in-person visits of which 71 were appointments, 200 phone calls, and 52 emails.

**3.2** Law Library Closure/reduced hours August 27-September 3 – The Law Library will be closed on August 27<sup>th</sup>. The week of August 30-September 3 the Law Library will only be open Tuesday and Thursday 8:00 a.m. to 12:00 p.m. to accommodate staff time off.

**3.3** Law Library Assistant Recruitment update: Interviews took place the afternoon of Monday August 16<sup>th</sup> and Tuesday August 17. Seven candidates were interviewed.

**3.4** Librarian's Report:

- The State funding for County Law Library should be sent out within the next couple of weeks. The line item includes \$16.4 million for both the 21-22 Fiscal Year and the 22-23 Fiscal Year.
- The librarian will be attending a webinar regarding setting up a CalPERS trust to help fund future unfunded accrued liability.
- Alex Calvo Superior Court of Santa Cruz CEO has offered to let the Law Library use the Court's administrative Zoom license for our public meetings.

**4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C DuBois/Sapia 6/0**

**4.1** Approval of Disbursements for July

**4.2** Approval of Disbursements for August

**4.3** Approval of Meeting Minutes of June Meeting

**5.0 Regular Agenda**

**5.1** NONE

**6.0 Future Meetings:**

**6.1** September 21, 2021

**Meeting adjourned at 5:13 p.m.**