

# AGENDA

## Santa Cruz County Law Library Board of Trustees

November Regular Meeting  
November 20, 2023  
Santa Cruz County Law Library, Room 070  
5:00 pm

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### 1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

### 2.0 Public Comment

### 3.0 Oral Communication

- 3.1 October Service Statistics
- 3.2 Librarian's Report
  - 3.2.1 Fundraising

### 4.0 Consent Agenda

- 4.1 Approval of Disbursements for November
- 4.2 Approval of Minutes for October

### 5.0 Regular Agenda

- 5.1 Approval of Reduced Library Schedule Week of December 25th

### 6.0 Future Meetings

- 6.1 December 19, 2023

### 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 at the address above or by phone at (831) 420-2205.

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

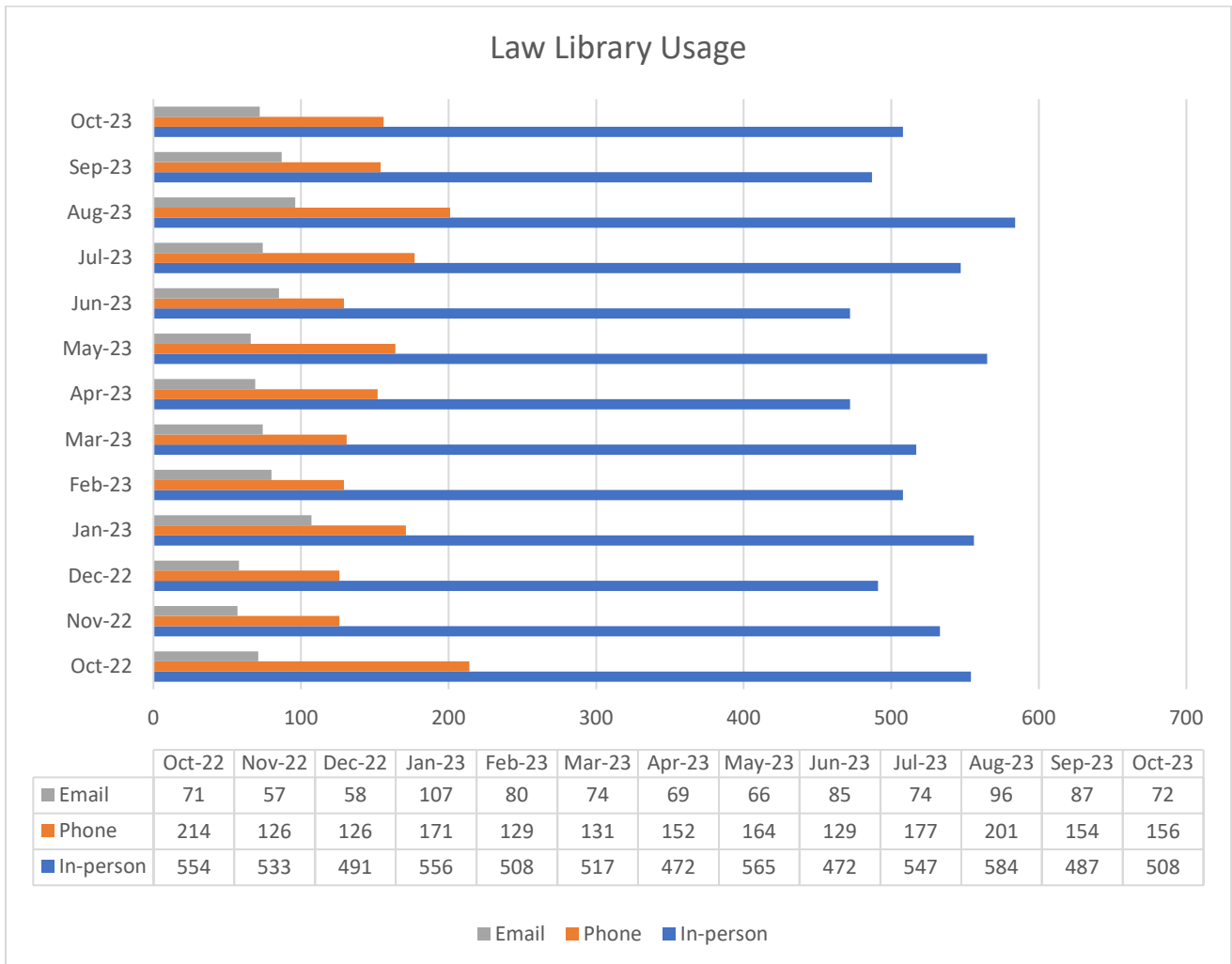
# November Regular Meeting 11/20/23 Agenda Item 3.1

## Agenda Item 3.1

### October Service Statistics

October 2022 (22 open days)	October 2023 (22 open days)
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In-person: 554 Phone calls: 214 Emails: 71	In-person: 508 Phone calls: 156 Emails: 72
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### Agenda Item 3.2.1

As discussed at prior meetings, the Law Library is looking into holding a fundraiser that also honors long time Law Library supporter and former long time Board of Trustees member Austin Comstock. The librarian met informally with trustee Emily DuBois to discuss potential ideas. The notes of this informal meeting from Emily DuBois follow:

#### **Notes re informal meeting on a Comstock Collection fundraiser**

Hello all,

Renee, Emily & Lolly Belanger met on Monday evening 11/13 to talk about the developing fundraising event centered on long time Law Library booster Austin Comstock's 90<sup>th</sup> birthday. These are the ideas we have sketched out to date.

#### **Location, Date, Time:**

We discussed using the Atrium area at the courthouse, a spacious, protected space that has worked well for events in the past. Our judges, court staff, and attorneys are accustomed to gathering for bar association and other events there.

Lolly recommended a 5pm to 6:30pm or 7:00pm time on a Thursday evening, so folks can come before they head home. This event would be a kick-start to the Scrabble Tournament fundraiser; both events would be good to set in May to avoid Spring Break vacations and risky weather. Options are May 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup> – with the Scrabble tournament to follow on the Saturday of the following week. We will check with Austin, Sasha Morgan, and the Scrabble team to see what could work.

#### **Food & Drink, Donation logistics, Recognition:**

Lolly recommended requesting RSVP's to gauge how much food & drink to have on hand. She volunteered to help with this part, and noted that a decent case of wine could be purchased for \$200, and five pours per bottle is reasonable. We discussed easy finger food (cheese & crackers, veggie trays, etc.) plus beer/wine/alcohol-free drinks.

We will research having a scrabble tile plaque made for Austin to thank him for his long, generous support of the Law Library, and have someone present it to him. Judge Timothy Volkman came to our three minds simultaneously. Austin will nudge his friends and fans at the gathering to give generously to the Library.

We envision a pledge board/sheet for folks to write their name, email address, and pledge amount on. Renee can, as with the book sponsorship drive, send out invoices to all who pledge. We will want to explicitly state how the donors will be recognized in the library, on our website, and in legal community-wide emails so all gifts can legitimately be claimed as marketing expenses.

## November Regular Meeting 11/20/23 Agenda Items 3.2.1 & 4.1

### Board Participation

Our hope is that everyone on the board can contribute to make the event a success. We will need 3 or 4 board members to help set up, clean up after, and pour wine for the event. We will need financial or in-kind contributions from the board to cover beverages, food, and Austin's plaque. We'll want to make this easy for donors and for library staff. I volunteer to be the Board coordinator for this project.

Respectfully submitted,  
- Emily

### Agenda Items 4.1

#### November Disbursements

Vendor	Invoice	Date	Description	Amount
AT&T	20756481	11/01/2023	MONTHLY CHARGES	28.89
CALPERS	17334681	11/01/2023	UAL MONTHLY	2343.58
CEB	11128159	10/06/2023	SUBDIVISION MAP ACT	340.96
CEB	11128564	10/18/2023	EFF. INTRO TO EVID	325.34
CEB	11128861	10/19/2023	POWERS OF ATTY	294.09
CEB	11126035	09/08/2023	DRAFTING REV. TRUSTS	456.33
CEB	11127905	10/06/2023	HANDLING DEPOSITIONS	238.38
CEB	11128004	10/06/2023	HANDLING CIVIL APP	238.38
CEB	11129858	10/25/2023	CA MECHANICS LIENS	340.96
CEB	11129467	10/23/2023	CA LAND USE PRACTICE	476.87
CEB	11129096	10/20/2023	CA ADMIN HEARING PRAC	325.34
CEB	11130328	11/03/2023	FUNDING A REV. TRUST	238.38
CEB	11130211	11/03/2023	OBTAINING DISC	238.38
COAST TO COAST	A2592569	10/3/2023	PRINTER TONER	152.94
COAST TO COAST	12593332	10/4/2023	PRINTER TONER	175.88
CRUZIO	B33987-101	11/07/2023	INTERNET	84.90
LEXISNEXIS	3094769459	10/31/2023	LEXIS ADVANCE	1167.75
LEXISNEXIS	3681331E	11/10/2023	MONTHLY PRINT PLAN	2656.37
LEXISNEXIS	38716909	10/10/2023	CA OFF APP RPTS V. 72	34.25
LEXISNEXIS	389017981	10/26/2023	CA OFF APP RPTS V. 73	34.25
SHARP	9004559411	10/28/2023	COPIER MAINT	270.08
SUP. COURT	153	01/01/2023	NOV REIMBURSEMENT	5000.00
WEST	849199857	11/01/2023	WESTLAW	1869.98
WEST	849275488	11/01/2023	PRINT SUBSCRIPTIONS	897.65
			<b>TOTAL:</b>	18229.93

**AGENDA ITEM 4.3**

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES  
MINUTES REGULAR MEETING, OCTOBER 17, 2023**

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**1.0 Meeting and Organization**

**1.1** Establish Quorum Meeting called to order at 5:05 p.m. Present at the call to order: John Gallagher, Julia Hill, Cheryl Ferguson, Nancy Miller, Eric Nelson, and Timothy Volkmann. Absent: Emily DuBois. Also, in attendance: Renee Fleming.

**1.2** Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/Miller 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 August 2022 & 2023, and September 2022 & 2023.

- In August 2022 we had 557 in-person visits. We assisted 246 phone callers and had 93 email exchanges of information. In 2022 we had 584 in-person visits, 201 phone calls, and 96 email exchanges of information.
- In September 2022 we had 458 in-person visits. We assisted 170 phone callers and had 69 email exchanges of information. In 2023 we had 487 in-person visits, 154 phone calls, and 87 email exchanges of information.

**3.2** Librarian's Report:

- CCCLL Grant Application FY 2023-2024 – The library received a grant award in the amount of \$68,530. The money is allocated for Westlaw access, Lexis online access, and Lexis print materials for the 2023-2024 fiscal year.
- Fundraising – The library's campaign for CEB publication sponsorship has brought in \$5,920. The librarian will work with the Bar Association to send out an announcement thanking those who have sponsored a publication and asking for additional sponsorships.
- Board Appointments for 2024 Calendar Year – Requests for appointments for the 2024 calendar year have gone out.

**4.0 Consent Agenda - ACTION TAKEN: Motion to approve consent agenda M/S/C Nelson/Ferguson 6/0**

**4.1** Approval of Disbursements for September

**4.2** Approval of Disbursements for October

**4.3** Approval of Meeting Minutes of July Meeting

**4.4** Approval of Meeting Minutes of August Meeting

**4.5** Accept Year End Report – FY 2022-2023

## November Regular Meeting 11/20/23 Agenda Items 4.3 & 5.1

### 5.0 Regular Agenda

**5.1** Approval of Final Budget for Fiscal Year 2023-2024 – after discussion  
**ACTION TAKEN: Motion to approve final budget for FY 2023-2024**  
**M/S/C Volkmann/Nelson 6/0**

**5.2** Approval of Fiscal Year 2022-2023 Annual Report **ACTION TAKEN: Motion to approve Annual Report M/S/C Hill/Ferguson 6/0**

### 6.0 Future Meetings:

**6.1** November 21, 2023, meeting rescheduled to Monday, November 20, 2023

**6.2** December 19, 2023

**7.0** Adjourned 5:29 p.m.

### AGENDA ITEM 5.1

Approval of Reduced Library Schedule Week of December 25<sup>th</sup>

Proposed schedule for Week of December 25<sup>th</sup>:

Tuesday – Thursday 8:00 a.m. to 1:00 p.m.

Friday – 8:00 a.m. to 12:00 p.m. (normal Friday schedule)