

MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

MINUTES REGULAR MEETING, OCTOBER 17, 2023

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:
- 3.2.1 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.
- 3.2.2 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.
- 3.2.3 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

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.

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Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'R. Fleming', is written over the text 'Respectfully Submitted,'.

Renee Fleming, Recording Secretary
Board of Law Library Trustees