

**Napa County Law Library Board  
of  
Trustees Meeting Agenda**

**Trustees**

Hon. Victoria Wood  
Hon. Mark Boessenecker  
Neil Bowman-Davis  
Brian Dewitt  
James Jones  
Anthony Halstead

Historic Courthouse  
825 Brown Street  
Third Floor Administrative Conference Room  
Wednesday, August 16, 2023  
12:15 PM

1. Call to Order: Marked Attendees as present or absent
2. Adoption of Agenda Order
3. Approval of the Minutes
  - a. Discussion and Possible Action for the Approval of the May 2023 Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
  - a) Follow-up on initial discussions for Court & County to move forward with temporary help options
6. New Business
  - a) Discussion and possible change on appointment of Law Library Chair (**Action item**)
  - b) Quarterly financial update
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting
  - **Wednesday, September 13**  
**12:15 pm.**  
**Historic Courthouse, 3<sup>rd</sup> Floor, Executive Conference Room**

## 10. Adjournment

## NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

May 3, 2023

**Beginning on March 1, 2023, all boards and commissions subject to the Brown Act will return to in-person meetings unless another exception in the Brown Act applies. For example, the Brown Act still includes the pre-pandemic teleconferencing provisions which allow members of the legislative body to participate remotely if the agenda identifies each teleconference location, the agenda is posted there, and the public can participate from that location. Cal. Gov't Code § 54953(b).**

**[ All votes will be acknowledged by attendee's present]**

### **1. CALL TO ORDER:**

The Law Library Trustee met in regular session on Wednesday, May 3, 2023. The meeting was called to order at 12:15 p.m. by the Honorable Victoria Wood with the following trustees present: Brian Dewitt, Neil Bowman-Davis, and Anthony Halstead. Judge Boessenecker excused, and Jim Jones absent.

### **2. ADOPTION OF THE AGENDA ORDER:**

Motion moved by Trustee Halstead and second by Trustee Judge Wood to accept the agenda order. Motion passed 4-0.

### **3. APPROVAL OF THE MINUTES:**

Discussion and Possible Action for the Approval of the March 1, 2023 Napa County Law Library Board of Trustees meeting minutes.

Motion moved by Trustee Dewitt and seconded by Trustee Halstead to approve the minutes. Motion passed 4-0.

### **4. PUBLIC COMMENT:**

None

### **5. OLD BUSINESS:**

None

### **6. NEW BUSINESS:**

- a. Intro to new CFO, Kevin Zeigler – assisting w/budget and third quarter financial report. Kevin will attend all future meetings.
- b. Discussion of funding of temporary help Law Librarian and/or Executive Director position - decision to move forward for Neil or Anthony to initiate discussions with Court and County.

*Motion to approve moving forward for funding discussions with Court and County by Trustee Halstead and seconded by Trustee Dewitt. Motion passes 4-0.*

- c. Discussion of copier credit card processing and administration. Tabled discussion for new staff member once on-boarded.
- d. West Law subscription – we are paying for (2) two subscriptions but only have one terminal.

**7. TRUSTEE COMMENTS AND ANNOUNCEMENTS:**

None

**8. AGENDA BUILDING:**

- 1) Funding of librarian position from trust and/or County

**9. SET DATE, TIME, AND PLACE OF NEXT MEETING:**

**Wednesday, August 16, 2023 at 12:15pm.  
Historic Courthouse  
825 Brown Street, Executive Office Conference Room  
In-Person**

**10. ADJOURNMENT:**

Meeting adjourned at 1:06 p.m.