

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

Historic Courthouse
825 Brown Street
Third Floor Administrative Conference Room
Wednesday, February 7, 2024
12:15 PM

Trustees

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

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 January 2024 Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
 - a. Copier lease review. Smiles maintenance renewal (expires 3/12/24)
 - b. New judicial members of Board
6. New Business
 - a. Contract for administrative oversight of the Napa County Law Library (Action Item)
 - b. Discussion of County contract with Napa County Law Library and Napa County Court
 - c. Quarterly Financial Report
 - d. Vote by Board to confirm new judicial members.
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time, and Location of Next Meeting
 - **Wednesday, March 6th, 12:15 pm.**
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

January 10, 2024

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

1. CALL TO ORDER:

The Law Library Trustee met in regular session on Wednesday, January 10, 2024. The meeting was called to order at 12:20 p.m. by Trustee Halstead with the following trustees present - Neil Bowman-Davis, Brian Dewitt, Jim Jones, and the Honorable Victoria Wood. The Honorable Mark Boessenecker is excused.

2. ADOPTION OF THE AGENDA ORDER:

Motion moved by Trustee, the Honorable Victoria Wood and second by Trustee Anthony Halstead to accept the agenda order.

Motion passed 4-0.

3. APPROVAL OF THE MINUTES:

Discussion and Possible Action for the Approval of the December 6, 2023, Napa County Law Library Board of Trustees meeting minutes.

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

4. PUBLIC COMMENT:

Michael Blend comments on printer instructions and confusion for public. Trustee Anthony Halstead will post signs regarding new printer.

5. OLD BUSINESS:

- a. Printer instructions posted and will be updated.
- b. Trustee, the Honorable Judge Wood will serve on board as a Judge until February 2, 2024. After this date, another Judge or herself can serve as proxy. At next meeting she will have updated judicial board member list.

6. NEW BUSINESS:

- a. Review and discussion to purchase or lease new copier. Decision to obtain lease quote from Pacific Office Automation or other company; connect to network, obtain technology specs, and confirm with Court whether they would be willing to put copier on network.
- b. "Scope of Work" draft to be submitted to County for approval and feedback. Trustee Anthony Halstead met with Assistant CEO for County and feedback for increasing Law Library costs by 80% was not viewed as a problem.

Motion moved by Trustee, the Honorable Victoria Wood and second by Trustee Jim Jones to have County review "Scope of Work" and prepare contract with Sonoma Law Library. Motion passed 4-0.

- d. Anticipated decline in funds of Trust (based on new partnership with Sonoma Law Library), with increase in revenue based on increase in help from County. Projected fund balance in future will not be necessary. Goal is to have something in place for the Law Library that meets the needs of the community. Expertise of Law Librarian.

7. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

None.

8. AGENDA BUILDING:

- 1) Copier lease options
- 2) "Scope of Work" Contract
- 3) Change in judicial board members

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

**Wednesday, February 7, 2024, at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 12:55 p.m.