

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

Historic Courthouse
825 Brown Street,
Napa, CA 94559
Third Floor Administrative Conference Room
Wednesday, March 1, 2023
12:15 PM

Trustees

Honorable Victoria Wood
Honorable Mark Boessenecker
Neil Bowman-Davis
Brian DeWitt
Anthony Halstead
James Jones

1. Call to Order: Roll Call
 2. Adoption of Agenda Order
 3. Approval of the Minutes
 - a. Discussion and Possible Action for the Approval of the February, 2022 Napa County Law Library Board of Trustees meeting minutes. Members Victoria Wood, James Jones, Mark Boessenecker, Brian DeWitt, Anthony Halstead and Neil Bowman-Davis were present.
 4. Public Comment
 5. Old Business
 6. New Business
 - a. Standing update for subcommittee
 - b. Law Librarian job description review
 - c. Copier contract renewal
 7. Trustee Comments and Announcements
 8. Agenda Building
 9. Set Date, Time and Location of Next Meeting
- Wednesday, April 5
12:15 p.m.
Historic Courthouse
Third Floor Administrative Conference Room**
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEES MINUTES

February 1, 2023

Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that at least a portion of this Napa County Law Library Board of Trustees meeting is conducted pursuant to California Government Code Section 54953 and Governor's Executive Order N-25-20, in that a portion of the commission are participating by videoconference.

[All votes will be done by roll call]

CALL TO ORDER; ROLL CALL

The Law Library Board of Trustees of the County of Napa met on Wednesday February 1, 2023, via videoconference. The meeting was called to order at 12:20 p.m. with the following trustees present: Honorable Victoria Wood, Honorable Mark Boessenecker, Neil Bowman-Davis (12:25 arrival), Brian DeWitt, James Jones, and Anthony Halstead.

ADOPTION OF THE AGENDA ORDER:

Motion moved by Judge Victoria Wood and second by Trustee Jones to accept the agenda order. Motion passed 6-0.

APPROVAL OF THE MINUTES:

Discussion and Possible Action for the approval of the December 7, 2022, Law Library Board of Trustees Meeting Minutes.

Motion moved by Judge Victoria Wood and second by Trustee Jones to approve the minutes. Motion passed 6-0.

PUBLIC COMMENT: none

OLD BUSINESS: none

NEW BUSINESS:

- a. Quarterly financial update- *see attached report.*
- b. Standing update for subcommittee, including visit to Sonoma County Law Library.

- c. Discussion hours of operation
- d. Discussion of trustee meetings after February 28- motion moved by Trustee Anthony Halstead and seconded by Trustee Jones to resume in person meetings at Historic Courthouse, 3rd floor. Motion passes unanimously 6-0.

TRUSTEE COMMENTS AND ANNOUNCEMENTS: none

AGENDA BUILDING:

- 1) Copier renewal
- 2) Hours of operation
- 3) Executive Director job description

SET DATE, TIME, AND PLACE OF NEXT MEETING:

Wednesday, March 1, 2023

12:15 p.m.

Historic Courthouse

Third Floor Administrative Conference Room

825 Brown Street

Napa, CA 94559

ADJOURN:

Meeting adjourned at 12:52 p.m.

**LAW LIBRARY TRUST
FUND STATUS REPORT
12/31/22**

	Projected (Updated Monthly)	Actuals (Updated Monthly)							
	2022-23 (\$)	2022-23 (\$)	2021-22 (\$)	2020-21 (\$)	2019-20 (\$)	2018-19 (\$)	2017-18 (\$)	2016-17 (\$)	2015-16 (\$)
Beginning Fund Balance	188,769.80	188,769.80	155,092	118,776	105,017	39,524	25,456	27,597	37,636
REVENUE									
Civil Filing Fees	58,275	29,138	62,052	64,718	61,002	67,605	61,162	55,767	54,907
Copier Receipts/Misc	1,166	582.80	1,117	1,258	1,196	596	0	0	755
Interest Earned	1,833	917	1,613	1,637	2,425	1,569	380	217	215
One-Time TC Funding	35,504	35,504	26,577	25,982	0	43,633	0	0	0
Credit Card Revenue	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	96,778	66,141.13	91,359	93,596	64,623	113,403	61,542	55,984	55,877
EXPENDITURES									
Books & Supplies	45,560	22,780	44,865	42,225	35,332	35,510	40,028	49,329	56,112
Credit Card Expense	0	0	0	0	0	0	0	0	0
One-Time Expense	7,728	3,864	7,728	7,728	12,130	5,404			
Law Librarian	8,000	840	5,088	7,326	3,402	6,996	7,446	8,796	9,804
TOTAL EXPENDITURES	61,288	27,483.90	57,681	57,279	50,864	47,910	47,474	58,125	65,916
FUND BALANCE	224,260	227,427.03	188,770	155,092	118,776	105,017	39,524	25,456	27,597