

**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, May 3, 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 March 2023 Napa County Law Library Board of Trustees meeting minutes. Members James Jones, Mark Boessenecker, Brian DeWitt, Anthony Halstead, and Neil Bowman-Davis were present.
4. Public Comment
5. Old Business
6. New Business
 - a) Credit card use for law library copier (**Action item**)
 - b) Discuss Law Library Director (**Action Item**)
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting
 - **Wednesday, June 7**
12:15 pm.
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

March 1, 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, March 1, 2023. The meeting was called to order at 12:18 p.m. by Anthony Halstead with the following trustees present: Honorable Mark Boessenecker, Brian Dewitt, Neil Bowman-Davis, James Jones. ***Excused Absence:* Honorable Victoria Wood.

2. ADOPTION OF THE AGENDA ORDER:

Motion moved by Trustee Jones and second by Trustee Judge Boessenecker to accept the agenda order. Motion passed 5-0.

3. APPROVAL OF THE MINUTES:

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

Motion moved by Trustee Jones and seconded by Trustee Judge Boessenecker to approve the minutes. Motion passed 5-0.

4. PUBLIC COMMENT:

None

5. OLD BUSINESS:

None

6. NEW BUSINESS:

- a. Quarterly financial update – *see attached report.*

- b. Standing update for subcommittee – use of remote access to WIFI, hot spot. (Service Agreement with Comcast) Anthony and Neil will meet with Jeanette, Chris and Neil. Sonoma County Law Library visit update.
- c. Copier contract renewal expires in one week and rates have gone up to \$180 per year. Discussion of adding maintenance agreement.

Motion to approve renewal of copier contract by Trustee Judge Boessenecker and seconded by Trustee Jones. Motion passes 5-0.

- d. Law Librarian and Executive Director job description packet, see *attached*. Funding discussed with County – possible solution is for Trust to fund part-time position on a 2-year temporary trial project.
- e. Hours of operation remain in place with signage to reflect Law Librarian is on-site 9:30 a.m. – 1:00 p.m.; 1 p.m. – 4 p.m. No Librarian on Duty and direction to Self-Help if needed (with signage reflecting when Librarian is out).

7. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

None

8. AGENDA BUILDING:

- 1) Copier credit card processing and administration
- 2) Funding of librarian position from trust and/or County
- 3) Possible County meeting re: funding of librarian position

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

**Wednesday, May 3, 2023 at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 1:00 p.m.