

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

Historic Courthouse
825 Brown Street
Third Floor Administrative Conference Room
Wednesday, November 1, 2023
12:15 PM

Trustees

Hon. Mark Boessenecker
Neil Bowman-Davis
Brian Dewitt
James Jones
Anthony Halstead
Hon. Cynthia 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 September 2023 Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
 - a. Lexus/Nexus Subscription Contract
 - b. Public computer update
6. New Business
 - a. "Library director" position updates
 - b. Amendment/discussion of by-laws re: Stationary length of Chairperson
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting
 - **Wednesday, December 6**
12:15 pm.
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

September 13, 2023

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

1. CALL TO ORDER:

The Law Library Trustee met in regular session on Wednesday, September 13, 2023. The meeting was called to order at 12:22 p.m. by Trustee Halstead with the following trustees present: Neil Bowman-Davis, Jim Jones and the Honorable Victoria Wood. Brian Dewitt and the Honorable Mark Boessenecker were excused.

2. ADOPTION OF THE AGENDA ORDER:

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

3. APPROVAL OF THE MINUTES:

Discussion and Possible Action for the Approval of the August 16, 2023 Napa County Law Library Board of Trustees meeting minutes.

Motion moved by Trustee, Jim Jones and seconded by Trustee, Judge Wood to approve the minutes. Motion passed 4-0.

4. PUBLIC COMMENT:

None

5. OLD BUSINESS:

- a. Westlaw/Nexus subscription evaluation

Motion to leave subscription "as is"/renew by Trustee, Judge Wood to approve and seconded by Trustee Chair Halstead. Motion passes 4-0.

- b. Board involvement in daily operations will be "tabled" until the law librarian extra-help position is filled.

c. Napa County Law Library Operational Rules

Motion to distribute the “Law Library Standards” and “CA Business and Professional Codes for State Law Library Trustees and the summary of the “Guide to the Bagley-Keene Open Meeting Act” from Trustee, Judge Wood’s binder copy and seconded by Trustee Jim Jones. Motion passes 4-0.

d. Westlaw/Lexus Nexus access on public computer

Motion to keep the public computer by Trustee Judge Wood and seconded by Trustee Halstead to check with Michael Blend about regarding his thoughts on Westlaw and Lexus Nexus public access. Motion passes 4-0.

e. New librarian position would be “extra-help” up to 20 hours a week – start at 30 hours and go down as needed. Not a permanent position.

6. NEW BUSINESS:

- a. Court was informed by public that there were no printing capabilities for public terminal and asked Court IT for support. County will provide sign for public terminal clarifying there is no access to printing capabilities, and instructions for use.

7. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

None

8. AGENDA BUILDING:

- 1) Librarian Position (Extra-help) – response/follow-up by County

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

**Wednesday, October 4, 2023 at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 12:46 p.m.