

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

Historic Courthouse
825 Brown Street
Third Floor Administrative Conference Room
Wednesday, October 2, 2024
12:15 PM

Trustees

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

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 4, 2024, meeting of the Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
 - a. Contract with Nikolaos & Start Date (Update)
 - b. Board of Supervisors approval for extra help, 9/17 (Update)
6. New Business
 - a. Extra-help start date and schedule (Agenda Item)
 - b. New contract w/Court & County (Update)
 - c. Judicial Officers to serve on board as trustees and proxy's (Update)
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time, and Location of Next Meeting
 - **Wednesday, November 6th, 12:15 pm.**
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

September 4, 2024

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

1. CALL TO ORDER:

The Law Library Trustee met in regular session on Wednesday, September 4, 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 Ret. Judge Wood. The Honorable Mark Boessenecker is excused.

2. ADOPTION OF THE AGENDA ORDER:

Motion moved by Trustee, Jim Jones and second by Trustee Brian DeWitt to accept the agenda order.

Motion passed 4-0.

3. APPROVAL OF THE MINUTES:

Discussion and Possible Action for the Approval of the July 24, 2024, Napa County Law Library Board of Trustees meeting minutes.

Motion moved by Trustee Neil Bowman-Davis and seconded by Trustee, Brian DeWitt to approve the minutes. Motion passed 4-0.

4. PUBLIC COMMENT:

None.

5. OLD BUSINESS:

- a. Nikolaos agrees to acquire individual liability insurance. He would be working remotely and in-person in an "oversight role", i.e., 16 hours in-person. He would attend Trustee monthly meetings as either an "Independent Contractor" or "County Employee". Discussion and Approval to have Nikolaos serve as an Independent Contractor or County Employee.

Motion moved by Ret. Judge Wood and second by Trustee, Halstead to have Halstead take all the necessary actions to complete the

contract with Nikolaus and get him in place as an Independent Contractor for the Napa Law Library. Motion passed 4-0.

Discussion re: contract with Trust and who would be responsible for paying Nikolaos' first invoice, ie. Court or County. Possible solution to have Court pay Nikolaus' invoice for 3 to 4 mos. until the County takes over. Additional insured on Nikolaus' liability policy would name Court and County.

- b. The County has extra-help staffing available for the Law Library. The Board of Supervisors has this as an agenda item for approval at their next meeting on September 17th. Extra help person would be a County employee. Trust funds would be used to pay salary and the Board of Trustees would oversee the role. This would be a part- position of 20 hours a week (not less than 4-hour blocks) with a set schedule that would be posted for the public. Suggested time schedule: 9am-1pm, M-F. Set schedule to post – 20 hours a week.

Discussion and approval to have Trustee Halstead coordinate a schedule with potential extra-help staff until Nikolaus can provide direct oversight and supervision.

Motion moved by Ret. Judge Wood and second by Trustee, Neil Bowman Davis to have Halstead come up with a schedule for extra help staffing until Nikolaus can have direct oversight. Motion passed 4-0.

6. NEW BUSINESS:

- a. Discussion and approval to extend copier contract for another 6 mos.

Motion moved by Trustee Halstead and second by Trustee, Brian DeWitt to renew copier contract for 6 mos., until Nikolaus can oversee and assess needs. Motion passed 4-0.

- b. Board of Supervisors has on their agenda for their next meeting, 9/17 to approve "extra-help" staffing for Law Library.
- c. Discussion and approval to have Board direct Nikolaus to review and present a proposal to the Board of Trustees re: the Lawyer's in Library -and for the Law Library to participate in the County's Law Library Program.

Motion moved by Ret. Judge Wood and second by Trustee, Halstead to direct Nikolaus to review and present a proposal to Board of Trustees re: the Lawyer's in Library and for the Law Library to participate in the County's program. Motion passed 4-0.

- d. Discussion and approval to have Trustee, Neil Bowman-Davis inform the Judicial Officers of current trustees and proxy's listed and to propose clarification of current Judges to serve as Trustee's and proxy's, with possible proposal as an agenda item for bench meeting on 9/5.

Motion moved by Ret. Judge Wood and second by Trustee, DeWitt to have Trustee Neil Bowman-Davis inform judicial officers of current trustees and proxy's and propose agenda discussion for bench meeting to clarify who are the current Judges to serve as Trustees and proxy's. Motion passed 4-0

5. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

None

8. AGENDA BUILDING:

- 1) Nikolaus to present "Lawyers in Library" proposal to Board of Trustees
- 2) Nikolaus and extra-help staff to be introduced to Board of Trustees
- 3) Confirmation of Judicial Trustees and Proxy's

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

**Wednesday, October 2, 2024, at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 1:16 p.m.