

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

Historic Courthouse
825 Brown Street
Third Floor Administrative Conference Room
Wednesday, September 13, 2023
12:15 PM

Trustees

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

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 August 2023 Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
 - a) Westlaw/Nexus subscription evaluation
 - b) Board involvement in daily operations
 - c) Napa County Law Library Operational Rules (Discussion)
 - d) Law Librarian new position duties
6. New Business
 - a) Follow-up to meeting w/Court re: new librarian position/agreement
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting
 - **Wednesday, October 4**
12:15 pm.
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

August 16, 2023

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

1. CALL TO ORDER:

The Law Library Trustee met in regular session on Wednesday, August 16, 2023. The meeting was called to order at 12:33 p.m. by Trustee Halstead with the following trustees present: Neil Bowman-Davis, Judge Boessenecker, and Jim Jones; the Honorable Victoria Wood excused, and Brian Dewitt absent.

2. ADOPTION OF THE AGENDA ORDER:

Motion moved by Trustee, Judge Boessenecker 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 May 1, 2023 Napa County Law Library Board of Trustees meeting minutes.

Motion moved by Trustee, Judge Boessenecker and seconded by Trustee Halstead to approve the minutes. Motion passed 4-0.

4. PUBLIC COMMENT:

None

5. OLD BUSINESS:

- a. Initial discussion with court to work together towards a general agreement between the County & Court to move forward with temporary help option.
- b. Law Library credit card payment for copies: Mechanism needs to be ironed out.
- c. New computer has been installed; has access to internet, but not to Westlaw or Nexus Lexus – discussion of printing capabilities to County Library and evaluation of the “use” of the computer.

6. NEW BUSINESS:

- a. Trustee, Honorable Victoria Wood prepared a statement to be read to board by Trustee Halstead regarding her desire to step-down as Chairperson, citing a possible conflict of interest and structural administrative changes. Judge Wood recommends and nominates Trustee Anthony Halstead as future Chair, based on experience.

Motion to approve Trustee Halstead as President/Chairperson, by Trustee Halstead and seconded by Trustee Jones. Motion passes 4-0

- b. Discussion of length of Chairperson to serve: Based on by-laws.

Motion to amend by-laws as appropriate based on stationary length for Chair approve by Trustee Halstead and seconded by Trustee Jones. Motion passes 4-0.

- c. Copy of Napa County Law Library By-Laws will be researched and distributed

- d. Quarterly financial update – see attached report.

7. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

None

8. AGENDA BUILDING:

- 1) Westlaw/Nexus evaluation (subscriptions)
- 2) Board involvement in daily operations of Napa County Law Library
- 3) Napa County Law Library Operational Rules (Discussion)
- 4) New Law Librarian Position (description of duties)

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

**Wednesday, September 13, 2023 at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 1:06 p.m.