

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

Historic Courthouse
825 Brown Street
Third Floor Administrative Conference Room
Wednesday, December 4, 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 November 6, 2024 meeting of the Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
 - a. Finalize Contract
6. New Business
 - a. Hours of operation – (Action Item) Potential Funding, Attachment
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time, and Location of Next Meeting
 - **Wednesday, January 8th, 12:15 pm.**
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

November 6, 2024

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

1. CALL TO ORDER:

The Law Library Trustee met in regular session on Wednesday, November 6, 2024. The meeting was called to order at 12:15 p.m. by Trustee Halstead with the following trustees present - Neil Bowman-Davis, Jim Jones, and the Honorable Joseph Solga. The Honorable Mark Boessenecker and Ret. Judge Victoria Wood are excused.

2. ADOPTION OF THE AGENDA ORDER:

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

3. APPROVAL OF THE MINUTES:

Discussion and Possible Action for the Approval of the October 2, 2024, Napa County Law Library Board of Trustees meeting minutes.

Motion moved by Trustee Neil Bowman-Davis and seconded by Judge Solga to approve the minutes. Motion passed 4-0.

4. PUBLIC COMMENT:

None.

5. OLD BUSINESS:

- a. Nikolaos is on board and has been organizing the books. He reports that some are missing, maybe stolen, some are old and need to be tossed. He will continue to purge old and organize new. He recommends that Law Library door be closed and locked when worker is not there and open when worker is there so books are not stolen and public get the help they need.

6. NEW BUSINESS:

- a. Official “welcome” to Nikolaos by Board and appreciation for all he has done so far to organize the LL. Nikolaos talks about a “5 year plan” for the LL. Get it up and running, policies and procedures written, he will review vendor contracts and vendors. His ultimate goal is to get the part-time employee to become a full-time employee so that the LL is fully functioning. 1–2-year plan.

Books and fundraising needs to be voted on by trustees at later time. Nexis Lexus and Westlaw – both still needed? Law Library hours need to be open when the court is open and was discussed and decided on by Trustees.

Required paperwork with signatures should be kept for safe-keeping at the court or with Trustees?

- b. The Court-County-Law Library MOU Scope of Services has not been completed yet, nor has the scope of service. In process with County.

Discussion and authorization to have Trustee Halstead complete negotiations with the contract with the County and the Board of Supervisors and to move forward which will apportion staffing costs.

Motion moved by Trustee Judge Solga and second by Trustee, Neil Bowman-Davis to have Trustee Halstead complete negotiations and move forward with contract. Motion passed 4-0.

- c. Haven't been able to move forward with extra-help due to no updated contract.
- d. Quarterly Report - \$278,000 estimated balance at end of June 2025; there has been a change in copier fees, books and supplies are less, law librarian contribution (\$3,000 plus \$7,000). Nikolaos costs will be covered by County in future. \$2,057 extra funding will come from State.

5. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

Trustee Jones says State Library attachments sent by Anthony to trustees were very helpful. Public LL vs. Trustee LL – fundraising in Sacramento, LA, and Oakland.

8. AGENDA BUILDING:

- 1) Bring back potential funding for additional staffing.
- 2) Get LL organized and up-to speed.
- 3) Lisa Skinner will work on spreadsheet for different scenarios.
- 4) Statute about quarterly meetings. Trustees need to decide on Statutory obligation. Temporarily meetings occur once a month until things are ironed out.

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

**Wednesday, December 4, 2024, at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 1:05 p.m.

**LAW LIBRARY TRUST
FUND STATUS REPORT**

09/30/24

	Projected (Updated Monthly)	Actuals (Updated Monthly)										
	2024-25 (\$)	2024-25 (\$)	2023-24 (\$)	2022-23 (\$)	2021-22 (\$)	2020-21 (\$)	2019-20 (\$)	2018-19 (\$)	2017-18 (\$)	2016-17 (\$)	2015-16 (\$)	
Beginning Fund Balance	\$ 238,859	\$ 238,859	\$ 228,284	\$ 188,770	\$ 155,092	\$ 118,776	\$ 105,017	\$ 39,524	\$ 25,456	\$ 27,597	\$ 37,636	
REVENUE												
Civil Filing Fees	81,706	20,427	69,468	59,582	62,052	64,718	61,002	67,605	61,162	55,767	54,907	
Copier Receipts/Misc	1,243	311	540	1,245	1,117	1,258	1,196	596	0	0	755	
Interest Earned	11,261	2,815	5,419	2,529	1,613	1,637	2,425	1,569	380	217	215	
One-Time TC Funding	0	0	0	35,504	26,577	25,982	0	43,633	0	0	0	
Credit Card Revenue	0	0	0	0	0	0	0	0	0	0	0	
TOTAL REVENUE	\$ 94,209	\$ 23,552	\$ 75,427	\$ 98,860	\$ 91,359	\$ 93,596	\$ 64,623	\$ 113,403	\$ 61,542	\$ 55,984	\$ 55,877	
EXPENDITURES												
Books & Supplies	\$ 46,616	\$ 11,654	\$ 55,444	\$ 48,276	\$ 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	0	0	
One-Time Expense	7,728	1,932	7,728	7,728	7,728	7,728	12,130	5,404				
Law Librarian	0	0	1,680	3,342	5,088	7,326	3,402	6,996	7,446	8,796	9,804	
TOTAL EXPENDITURES	\$ 54,344	\$ 13,586	\$ 64,852	\$ 59,346	\$ 57,681	\$ 57,279	\$ 50,864	\$ 47,910	\$ 47,474	\$ 58,125	\$ 65,916	
FUND BALANCE	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	\$ 25,456	\$ 27,597

Notes:

1. One Time Expense includes \$644/mo for Lexis-Nexis from Q4 2022-23
2. Expenses for new staffing/oversight agreements not included.
3. Revenue for new staffing/oversight agreements not included.