

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

Zoom / Remote

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

Trustees

Honorable Victoria Wood
Honorable Mark Boessenecker
Neil Bowman-Davis
Brian DeWitt
Anthony Halstead
James Jones

1. Call to Order: Roll Call
2. Adoption of Agenda Order
3. Approval of the Minutes
 - a. Discussion and Possible Action for the Approval of the December, 2022 Napa County Law Library Board of Trustees meeting minutes. Members Victoria Wood, James Jones, Mark Boessenecker, Brian DeWitt, Anthony Halstead, and Lloyd Llewelyn were present.
4. Public Comment
5. Old Business
6. New Business
 - a. Quarterly financial update
 - b. Standing update for subcommittee, including visit to Sonoma County Law Library
 - c. Hours of operation
 - d. Trustee meeting after February 28 (Action item)
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting

**Wednesday,
March 1, 2022
12:15 p.m.
TBD**

10. Adjournment

Please Note: This meeting will be conducted using the ZOOM App, and can be accessed using the link cited below:

Meeting ID: 850 8059 8477

Passcode: 846998

One tap mobile | US Toll-free:

+16699006833,,85080598477#

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Dial by your location:

888 788 0099 US Toll-free

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NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEES MINUTES

December 7, 2022

Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that at least a portion of this Napa County Law Library Board of Trustees meeting is conducted pursuant to California Government Code Section 54953 and Governor's Executive Order N-25-20, in that a portion of the commission are participating by videoconference.

[All votes will be done by roll call]

CALL TO ORDER; ROLL CALL

The Law Library Board of Trustees of the County of Napa met on Wednesday December 7, 2022 via videoconference. The meeting was called to order at 12:15 p.m. with the following trustees present: Honorable Victoria Wood, Honorable Mark Boessenecker, Neil Bowman-David, Brian DeWitt, James Jones, and Anthony Halstead.

Excused Absence: Honorable Mark Boessenecker

ADOPTION OF THE AGENDA ORDER:

Motion moved by Anthony Halstead and second by Judge Victoria Wood to accept the agenda order. Motion passed 6-0.

APPROVAL OF THE MINUTES:

Discussion and Possible Action for the approval of the November 2, 2022 Law Library Board of Trustees Meeting Minutes.

Motion moved by Trustee James Jones and seconded by Anthony Halstead to approve the minutes. Motion passed 6-0.

PUBLIC COMMENT: none

OLD BUSINESS: none

NEW BUSINESS:

- a. Overview of service options by ad hoc committee, including vote on next steps. Discussed subcommittee to explore law library director with to report to board what that would look like, job description, etc by June 30th. Additionally, temporary subcommittee was created consisting of Neil Bowman-Davis and Anthony Halstead to

facilitate day to day oversight, including no-cost changes to services, working with others at County and Court on service exploration and visits to other Law Libraries in the area to gather information. Motion moved by Trustee James Jones and seconded by Judge Virginia Wood. Motion passed 6-0.

- b. Authorize Michael Blend to get quotes for West Law, Matthew Bender (LexisNexis) with remote access, and other appropriate publications, both physical and digital. Motion moved by Judge Virginia Wood and seconded by trustee James Jones. Motion passed 6-0.
- c. Authorized purchase and/or creation of signage or other ways to encourage public awareness of the space & services. Authorized to spend up to \$500 on signage. Motion moved by Judge Victoria Wood and seconded by Judge Mark Boessenecker. Motion passed 6-0.
- d. Discussed January meeting and Brown Act.

FINANCIAL REPORT (Quarterly)

TRUSTEE COMMENTS AND ANNOUNCEMENTS: none

AGENDA BUILDING:

- 1) Standing update for subcommittees**
- 2) Hours of operation**

SET DATE, TIME, AND PLACE OF NEXT MEETING:

Wednesday, February 1, 2023

12:15 p.m.

Remote/Zoom

ADJOURN:

Meeting adjourned at 12:45 p.m.