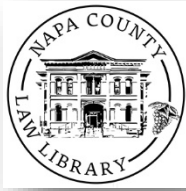


NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEES MEETING



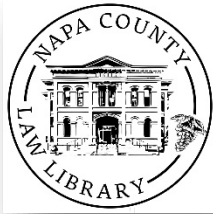
May 14, 2025

Wednesday, 12:15 PM

Napa Historic Courthouse, Law Library Room

AGENDA

1. Call to order - Adoption of agenda.
2. Review/approve minutes of February 20, 2025, meeting.
3. Quarterly Financial Report.
4. Election of BOT Secretary.
5. Manager's Quarterly Report.
6. Law Library Operational Hours.
7. Review/approve new CEB contract.
8. County, Court, L.L. Trustees Contract Status Update.
9. Manager's contract renewal.
10. Review/approve Law Library Policies & BOT Bylaws.
11. Any other business/comments - Adjourn
 - Next BOT Meeting on August 13th at the NCLL



NAPA COUNTY PUBLIC LAW LIBRARY

MINUTES OF BOT MEETING

February 20, 2025, Historic Courthouse - Law Library

1-2. Call to Order and Agenda adoption:

Trustee Halstead called the meeting to order at 12:17.

Present: Judge Solga, Anthony Halstead, Leslie Juris, Brian Dewitt, James Jones, and Nikolas Pelekis. James Jones made a motion to adopt the agenda order. Judge Solga seconded the motion. All members voted in favor, and the motion passed.

3. Approval of January 08, 2025, Meeting Minutes:

Anthony Halstead suggested amendments to the minutes:

- Nikolas's name should be spelled correctly.
- Paragraph (b) of Item 6 should be replaced with:

"Nikolas has reviewed all the books and contacted all vendors. He has received a list of all books the Law Library receives. Some contracts have expired, yet we are still receiving books. He believes we can save approximately \$12,000 by eliminating unnecessary books. We should not have two subscriptions for both Westlaw and Lexis Advance. CEB books have doubled their subscription prices within the last two years. He will prepare a report outlining current costs, recommended adjustments, and potential savings. Nikolas will present the updated report at the next meeting. The Sonoma County Law Library provided 70 titles to the Napa County Law Library, valued at approximately \$60,000."

James Jones made a motion to approve the amended minutes from the January 8, 2025, meeting. Judge Solga seconded the motion. All members voted in favor, and the motion passed.

4. Public comment:

None

5. Old Business:

a) The trustees agreed that the Napa County Library Extra Help Associate may begin working in the Law Library immediately on Tuesdays, Wednesdays, and Thursdays. The associate will be reimbursed with Trust funds either via invoice from the County to the Trust or by a fund transfer once the County Auditor moves the Trust from the Court to the County. The Auditor will be consulted to determine the best course of action.

Judge Solga made a motion to approve this action. Leslie Juris seconded the motion. All members voted in favor, and the motion passed.

6. New Business:

a) The board welcomed new trustee and member of the Bar, Leslie Juris, who was appointed by the Hon. Mark Boessenecker.

b) The board agreed that Nikolas will contact Smile to extend the existing contract for six more months and increase the per-copy charge to \$0.25 from the current \$0.10. Nikolas will also request that Smile resolve ongoing printing issues.

Judge Solga made a motion to approve this action. Brian Dewitt seconded the motion. All members voted in favor, and the motion passed.

c) Tabled for the next meeting.

d) Allyson Martinez, the new Law Library employee, introduced herself to the board and expressed her appreciation.

e) Nikolas presented his negotiations and recommendations for new contracts with publishers. The board reviewed his proposals and per the outlined details authorized him to:

- Discontinue Lexis Advance.
- Sign a new three-year contract with Westlaw.
- Sign a new three-year contract with Thomson Reuters.
- Discontinue 41 CEB hard copy titles.
- Subscribe to CEB OnLAW for one year.

Judge Solga made a motion to approve these actions. Brian Dewitt seconded the motion. All members voted in favor, and the motion passed.

f) Nikolas presented the new mission statement and logo for the NCLL.

James Jones made a motion to approve the mission statement and logo. Judge Solga seconded the motion. All members voted in favor, and the motion passed.

g) Kevin Zeigler presented the quarterly financial report to the board.

7. Trustee Comments and Announcements:

None.

8. Agenda Building:

- Policies/Rules of Conduct
- BOT Bylaws
- Election of BOT Secretary

9. Set Date, Time, and Location of Next Meeting:

Wednesday, May 14, at 12:15pm in the Law Library of the Historic Courthouse.

10. Adjournment:

The meeting adjourned at 1:20 pm.

President Anthony Halstead

Recording Secretary Nikolaos Pelekis

**LAW LIBRARY TRUST
FUND STATUS REPORT**

03/31/25

**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	\$ 86,599	\$ 64,949	\$ 69,468	\$ 59,582	\$ 62,052	\$ 64,718	\$ 61,002	\$ 67,605	\$ 61,162	\$ 55,767	\$ 54,907
Copier Receipts/Misc	752	564	540	1,245	1,117	1,258	1,196	596	-	-	755
Interest Earned	7,633	5,725	5,419	2,529	1,613	1,637	2,425	1,569	380	217	215
One-Time TC Funding	-	-	-	35,504	26,577	25,982	-	43,633	-	-	-
Credit Card Revenue	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 94,983	\$ 71,237	\$ 75,427	\$ 98,860	\$ 91,359	\$ 93,596	\$ 64,623	\$ 113,403	\$ 61,542	\$ 55,984	\$ 55,877
EXPENDITURES											
Books & Supplies	\$ 46,227	\$ 34,671	\$ 55,444	\$ 48,276	\$ 44,865	\$ 42,225	\$ 35,332	\$ 35,510	\$ 40,028	\$ 49,329	\$ 56,112
Credit Card Expense	-	-	-	-	-	-	-	-	-	-	-
One-Time Expense	7,728	5,796	7,728	7,728	7,728	7,728	12,130	5,404			
Law Library Staff	7,201	3,601	-	-	-	-	-	-	-	-	-
Law Librarian	12,602	7,001	1,680	3,342	5,088	7,326	3,402	6,996	7,446	8,796	9,804
TOTAL EXPENDITURES	\$ 73,759	\$ 51,068	\$ 64,852	\$ 59,346	\$ 57,681	\$ 57,279	\$ 50,864	\$ 47,910	\$ 47,474	\$ 58,125	\$ 65,916
FUND BALANCE	\$ 260,084	\$ 259,028	\$ 238,859	\$ 228,284	\$ 188,770	\$ 155,092	\$ 118,776	\$ 105,017	\$ 39,524	\$ 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.



Print Subscription Estimate

QU00010036

CEB Account: 900808

Loy Donleavy
Napa County Law Library
NAPA COUNTY LAW LIBRARY
825 Brown Street
Napa CA 94559
United States

Date: 4/14/2025

Expires: 5/14/2025

Print Subscription Duration	Future Year(s) Price Increase	Number of Free Editions	Print Subscription Rep
7/1/2025 - 6/30/2028	8%	3	Chantel Jones

Est Shipping	Title	Frequency	Qty	Unit Price	Tax	Ship Fee	Ship Address	Year-1 Total
May	California Conservatorship Practice	Annual	1	\$411.00	\$35.96	\$12.95	825 Brown Street	\$446.96
May	California Criminal Law Procedure and Practice	Annual	1	\$485.00	\$42.44	\$12.95	825 Brown Street	\$527.44
May	California Decedent Estate Practice	Annual	1	\$515.00	\$45.06	\$12.95	825 Brown Street	\$560.06
May	California Estate Planning	Annual	1	\$423.00	\$37.01	\$12.95	825 Brown Street	\$460.01
June	California Eviction Defense Manual	Annual	1	\$364.65	\$31.91	\$12.95	825 Brown Street	\$396.56
August	California Child and Spousal Support: Establishing, Modifying, and Enforcing	Annual	1	\$233.00	\$20.39	\$12.95	825 Brown Street	\$253.39
August	California Easements and Boundaries: Law and Litigation	Annual	1	\$339.00	\$29.66	\$12.95	825 Brown Street	\$368.66
August	California Real Property Remedies and Damages	Annual	1	\$435.00	\$38.06	\$12.95	825 Brown Street	\$473.06
August	California Summary Judgment	Annual	1	\$367.00	\$32.11	\$12.95	825 Brown Street	\$399.11
September	California Elder Law: Resources, Benefits and Planning: An Advocates Guide	Annual	1	\$391.00	\$34.21	\$12.95	825 Brown Street	\$425.21
September	California Liability Insurance Practice: Claims and Litigation	Annual	1	\$438.00	\$38.32	\$12.95	825 Brown Street	\$476.32
September	California Trial Objections	Annual	1	\$339.00	\$29.66	\$12.95	825 Brown Street	\$368.66
September	Sales and Mergers of California Businesses	Annual	1	\$355.00	\$31.06	\$12.95	825 Brown Street	\$386.06
October	California Administrative Hearing Practice	Annual	1	\$323.00	\$28.26	\$12.95	825 Brown Street	\$351.26

Please note:

Sales Tax rates are subject to change without notice. Price will increase annually, based on contract. CEB reserves the right to discontinue titles. If CEB discontinues a title, the customer may select a new title for their subscription.



Print Subscription Estimate

QU00010036

Est Shipping	Title	Frequency	Qty	Unit Price	Tax	Ship Fee	Ship Address	Year-1 Total
October	California Judges Benchbook: Search and Seizure	Annual	1	\$182.00	\$15.92	\$12.95	825 Brown Street	\$197.92
October	California Land Use Practice	Annual	1	\$478.00	\$41.82	\$12.95	825 Brown Street	\$519.82
October	California Mechanics Liens & Related Construction Remedies	Annual	1	\$339.00	\$29.66	\$12.95	825 Brown Street	\$368.66
October	California Powers of Attorney and Health Care Directives	Annual	1	\$291.00	\$25.46	\$12.95	825 Brown Street	\$316.46
October	Effective Introduction of Evidence in California	Annual	1	\$323.00	\$28.26	\$12.95	825 Brown Street	\$351.26
October	Scientific Evidence and Expert Testimony in California	Annual	1	\$285.00	\$24.94	\$12.95	825 Brown Street	\$309.94
November	California Construction Contracts, Defects, and Litigation	Annual	1	\$423.00	\$37.01	\$12.95	825 Brown Street	\$460.01
December	California Attorneys Guide to Damages	Annual	1	\$312.00	\$27.30	\$12.95	825 Brown Street	\$339.30
December	California UCC Sales and Leases	Annual	1	\$426.00	\$37.28	\$12.95	825 Brown Street	\$463.28
December	Forming and Operating California Limited Liability Companies	Annual	1	\$328.00	\$28.70	\$12.95	825 Brown Street	\$356.70
January	California Guardianship Practice	Annual	1	\$315.00	\$27.56	\$12.95	825 Brown Street	\$342.56
January	California Marital Settlement and Other Family Law Agreements	Annual	1	\$264.00	\$23.10	\$12.95	825 Brown Street	\$287.10
January	California Wage and Hour Law and Litigation	Annual	1	\$315.00	\$27.56	\$12.95	825 Brown Street	\$342.56
February	California Real Property Sales Transactions	Annual	1	\$457.00	\$39.99	\$12.95	825 Brown Street	\$496.99
February	Jefferson's California Evidence Benchbook	Annual	1	\$438.00	\$38.32	\$12.95	825 Brown Street	\$476.32
February	Trial Attorney's Evidence Code Notebook	Annual	1	\$309.00	\$27.04	\$12.95	825 Brown Street	\$336.04
March	California Attorney Fee Awards	Annual	1	\$375.00	\$32.81	\$12.95	825 Brown Street	\$407.81
March	California Juvenile Dependency Practice	Annual	1	\$345.00	\$30.19	\$12.95	825 Brown Street	\$375.19
March	California Trust Administration	Annual	1	\$457.00	\$39.99	\$12.95	825 Brown Street	\$496.99

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Print Subscription Estimate

QU00010036

Est Shipping	Title	Frequency	Qty	Unit Price	Tax	Ship Fee	Ship Address	Year-1 Total	
March	California Trust and Probate Litigation	Annual	1	\$478.00	\$41.82	\$12.95	825 Brown Street	\$519.82	
March	Practice Under the California Environmental Quality Act	Annual	1	\$478.00	\$41.82	\$12.95	825 Brown Street	\$519.82	
March	Practice Under the California Family Code: Dissolution, Legal Separation, Nullity	Annual	1	\$352.00	\$30.80	\$12.95	825 Brown Street	\$382.80	
April	California Child Custody Litigation and Practice	Annual	1	\$264.00	\$23.10	\$12.95	825 Brown Street	\$287.10	
April	California Landlord-Tenant Practice	Annual	1	\$436.00	\$38.15	\$12.95	825 Brown Street	\$474.15	
April	California Law of Contracts	Annual	1	\$355.00	\$31.06	\$12.95	825 Brown Street	\$386.06	
April	California Trial Practice: Civil Procedure During Trial	Annual	1	\$559.00	\$48.91	\$12.95	825 Brown Street	\$607.91	
April	Neighbor Disputes: Law and Litigation	Annual	1	\$313.00	\$27.39	\$12.95	825 Brown Street	\$340.39	
April	Selecting and Forming Business Entities	Annual	1	\$388.00	\$33.95	\$12.95	825 Brown Street	\$421.95	
			42	\$15,703.65	\$1,374.07	\$543.90		\$17,077.72	
Mo. Pymt: \$1,457.69			Total Print Subscription Price - Year 1		42	\$15,703.65	\$1,374.07	\$414.65	\$17,492.37
Mo. Pymt: \$1,571.54		Year 2	42	\$16,959.94	\$1,484.00	\$414.65	*Estimated Taxes	\$18,858.59	
Mo. Pymt: \$1,694.50		Year 3	42	\$18,316.74	\$1,602.72	\$414.65	*Estimated Taxes	\$20,334.10	

Please note:

Sales Tax rates are subject to change without notice. Price will increase annually, based on contract. CEB reserves the right to discontinue titles. If CEB discontinues a title, the customer may select a new title for their subscription.

GENERAL POLICIES - PATRON RULES OF CONDUCT

The Napa County Public Law Library provides legal professionals and the public with access to legal information, practice guides, and other resources to assist with legal matters. To ensure effective use of these resources, the Napa County Law Library Board of Trustees has established the following rules for patron conduct:

1. **Legal Research Only:** Patrons may only engage in activities related to legal research or preparation while using the Library. Other activities require staff approval.
2. **No Disruptions:** Patrons must not disrupt Library operations or disturb other patrons or staff. (*Penal Code § 602.1(b)*)
3. **Filming and Photography:** Media recording, commercial photography, or filming are prohibited without prior approval from the Library Director.
4. **Group Visits:** Groups must schedule tours or visits in advance.
5. **Anti-Discrimination Policy:** Discriminatory behavior or language based on race, ethnicity, color, religion, gender, national origin, age, disability, or sexual orientation is strictly prohibited. Violators will be required to leave immediately.
6. **Prohibited Substances:** Smoking, vaping, chewing tobacco, and being under the influence of alcohol or recreational drugs are not allowed in the Library.
7. **Food and Drinks:** Food is prohibited. Drinks with secure lids or caps are permitted.
8. **Noise and Cell Phone Use:** Silence is required in the reading room, with no talking allowed. Cell phones must be set to vibrate, and all calls must be taken outside. Quiet conversation is permitted in the lobby if it does not disturb others. Loud talking is prohibited throughout the Library.
9. **Personal Belongings:** The Library is not responsible for unattended items. Lost and found items are kept for one month before being recycled or donated. (*Civil Code § 2080.1*)
10. **Appropriate Attire:** Patrons must wear proper clothing, including shirts and footwear.
11. **Supervising Children:** Children under 13 must be supervised at all times. Disruptive behavior or damage caused by a child may result in the child and accompanying adult being asked to leave.
12. **Library Property:** Patrons must not remove, deface, damage, or destroy Library property. Violators are financially responsible for damages. (*Education Code § 19910; Penal Code § 594*)

13. **Animals:** Only service and support animals are allowed. Animals must remain under the handler's control, on a short leash or in a carrier, and cannot block walkways, use furniture, or be fed in the Library. (28 CFR § 36.104)
14. **Returning Materials:** Patrons must return all materials to their original location or the front desk after use. Pocket parts or loose-leaf pages may only be removed temporarily for photocopying and must be returned immediately.
15. **Library Equipment:** Patrons must not repair or adjust Library equipment without permission. Staff assistance should be requested when needed.
16. **Furniture Care:** Patrons must not place items on tables, chairs, or equipment that could cause damage.
17. **Shared Resources:** Patrons using Library materials have priority but may be asked by staff to share materials with others.
18. **Check Payments:** Checks will not be accepted from patrons with a history of insufficient funds.
19. **Closing Time:** Computers, printers, and copiers shut down 10 minutes before the Library closes.

Security Enforcement:

The County Sheriff's Department provides security services. Patrons who disrupt Library operations or cause disturbances may face intervention, including potential arrest by the Sheriff or Napa Police Department.

Consequences of Rule Violations:

Patrons violating these rules may lose Library privileges upon the recommendation of the Library staff. Appeals may be reviewed by the Library Board of Trustees.

BOARD OF TRUSTEES BY-LAWS

Article I - Name

Section 1: The entity will be formally known as "*The Board of Trustees of the Napa County Law Library*," established in accordance with Chapter 5 of the Business and Professions Code, Sections 6300 et seq., of the State of California. Its authority and responsibilities, as outlined in the aforementioned Code, shall be upheld and exercised diligently.

Article II - Officers

Section 1: The officers shall be a president and a vice-president, elected from among the appointed trustees; the Law Library Director shall act as recording secretary to the Board.

Section 2: The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and perform all duties associated with that office.

Section 3: The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 4: The recording secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. Minutes of meetings shall be maintained in the Law Library's records.

Section 5: All trustees are deemed qualified and authorized to act for the President in signing warrants drawn on the Law Library Trust Fund.

Article III - Meetings

Section 1: Each Board of Law Library Trustees shall meet quarterly on a day it appoints, and the board may meet at other times as it appoints, at a place to be designated for that purpose.

Section 2: The order of business for regular meetings shall, if appropriate, include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- Roll call of members
- Disposition of minutes of previous regular meeting and any intervening special meeting
- Librarian's financial report of the library
- Progress and service report of the library
- Committee reports
- Communications

- Unfinished business / New business
- Public presentation to, or discussion with, the board
- Adjournment

Section 3: Special meetings may be called by the secretary at the direction of the president, or at the request of 3 members, for the transaction of business as stated in the call for the meeting.

Section 4: A quorum for the transaction of business at any meeting shall consist of 4 members of the board present in person.

Section 5: Approval of any action before the board requires an affirmative vote from the majority of all present members. The president retains the right to vote on, move, or second a proposal before the board.

Article IV - Librarian and Staff

Section 1: The board shall appoint a library staff member who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Librarian shall recommend to the board the appointment of, and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the Librarian shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Article V - Committees

Section 1: The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2: All committees shall make progress report to the board at each of its meetings, if appropriate.

Section 3: No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VI – Other Provisions

Section 1 (*Public Forum*): The public is granted the opportunity to address the Board during a meeting on topics listed in the meeting agenda. Written comments may be submitted in lieu of or in addition to oral remarks during a meeting. Written comments concerning current agenda items must be submitted at least 24 hours prior to the meeting. Comments not related to a specific agenda item must be in writing submitted one week before the meeting in order to be included in the agenda. Oral public remarks may be restricted to a reasonable time frame (3 minutes per individual or 6 minutes per organization). However, in instances where it is deemed necessary to ensure comprehensive public input, the board president, with board approval, may adjust the time allocated for public input and/or individual speakers. Any alterations to speaking time should be fair, facilitating a variety of perspectives. Moreover, under Government Code section 54954.3, non-English speakers utilizing a translator are entitled to double the allotted time, unless simultaneous translation equipment is available. Participants cannot be compelled to disclose personal information to partake in a meeting.

Section 2 (*Patron Complaints*): Acknowledgments of written complaints regarding services or staff should be recorded under correspondence, including the identification of the sender and the date of receipt. If the issue is slated for discussion on the agenda, no additional mention is required. However, if the matter isn't scheduled for discussion, a Board Member may propose its inclusion on the next agenda for deliberation. In cases involving complaints about staff, a written closed-session memo, confidential and withheld from public access, is necessary for the Board's review. Personnel matters shall be governed under the terms of article VI, section 5 as set forth below.

Section 3 (*Patron Discipline and Appeals*): Patrons may have their privileges suspended for good cause as determined by the Law Library Director. Such patrons will be given written notice of the suspension of privileges, such notice to include reference to their opportunity for appeal. Patrons who seek to appeal the suspension of their privileges are required to submit a written appeal to the Board within 15 days of the date of suspension. This appeal should be included as an action item on the agenda. While the patron may choose to attend the meeting, their presence on the premises must be permitted. Decisions regarding the appeal should be deliberated and voted upon during the meeting.

Section 4 (*Recording*): Any person may record a meeting by audio or videotape, or by still or motion picture camera, unless the body makes a reasonable finding the recording cannot continue because noise, illumination, or obstruction of view constitutes or would constitute persistent disruption of the proceedings (Government Code section 54954.5)

Section 5 (*Closed Session Items*): Topics such as litigation, labor negotiations, real property negotiations, personnel matters, and performance evaluations should be designated as "closed sessions" and agendaized accordingly. Following any closed session, the Board is obligated to reconvene in an open session and provide a public report solely on actions taken. It is strictly prohibited to disclose any confidential information discussed during the closed session.

Article VII – Amendment or Suspension of By-Laws

Section 1: The by-laws can be amended by a majority vote of all board members, given that written notice of the proposed amendment has been sent to all members at least ten days before the scheduled meeting where the action will be proposed.

Section 2: A rule or resolution of the board, whether outlined in these by-laws or otherwise, may be temporarily suspended in relation to current business matters. However, for such a suspension to be valid, it must occur during a meeting where at least six-sevenths of the board members are present, and two-thirds of those present approve the suspension.