

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

\*Zoom / Remote\*

Historic Courthouse  
825 Brown Street  
Third Floor Administrative Conference Room  
Wednesday, April 6, 2022  
12:15 PM

**Trustees**

**Honorable Victoria Wood**

**Honorable Mark Boessenecker**

**Brian Dewitt**

**James Jones**

**Anthony Halstead**

**Lloyd Llewelyn**

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 February 3, 2021 Napa County Law Library Board of Trustees meeting minutes. Members Victoria Wood, Mark Boessenecker, Brian Dewitt, and Lloyd Llewelyn were present.
  - b. March meeting cancelled due to "lack of business." No minutes to approve.
4. Public Comment
5. Old Business
6. New Business
  - a. Review survey results
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting

**Wednesday,  
May 4, 2022  
12:15 p.m.  
Remote/Zoom**

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#**

**+13462487799,,85080598477#**

**Dial by your location:**

**888 788 0099 US Toll-free**

**877 853 5247 US Toll-free**

Find your local number: <https://countyofnapa.zoom.us/j/85080598477?pwd=SGVyNmF0L1pPRkYzM0dxWFJ1OUE4>

<https://countyofnapa.zoom.us/j/85080598477?pwd=SGVyNmF0L1pPRkYzM0dxWFJ1OUE4>



NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

February 2, 2022

**Draft Summary of Proceedings**

**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 all members are attending by videoconference.**

**CALL TO ORDER; ROLL CALL**

The Law Library Trustee met on Wednesday, February 2, 2022 via videoconference. The meeting was called to order at 12:18 p.m. with the following trustees present: Honorable Mark Boessenecker, Honorable Victoria Wood, Brian Dewitt and Lloyd Llewelyn *\*\*Absent: James Jones and Anthony Halstead.*

**APPROVAL OF THE MINUTES:**

**Discussion and Possible Action for the Approval of the November 3, 2021 Napa County Law Library Board of Trustees meeting minutes.** *\*\*Present - Hon. Victoria Wood, Hon. Mark Boessenecker, Brian Dewitt, Anthony Halstead, and Lloyd Llewelyn.*

Motion moved by trustee Hon. Victoria Wood and seconded by trustee Lloyd Llewelyn to approve the minutes as amended. Motion passed 4-0 with Hon. Victoria Wood, Hon. Mark Boessenecker, Brian Dewitt, and Lloyd Llewelyn voting yes.

**Discussion and Possible Action for the Approval of the January 5, 2022 Napa County Law Library Board of Trustees meeting minutes.** *\*\*Present - Hon. Victoria Wood, Hon. Mark Boessenecker, Brian Dewitt, and James Jones.*

Motion moved by trustee Hon. Victoria Wood and seconded by trustee Hon. Mark Boessenecker to approve the minutes approved. Motion passed 4-0 with Hon. Victoria Wood, Hon. Mark Boessenecker, Brian Dewitt and Lloyd Llewelyn voting yes

**PUBLIC COMMENT:** None

**OLD BUSINESS:**

**Discussed:** Trustees put forth several different ideas for the ways the survey could be posted including but not limited to notifying members of the Napa County Bar Association, the Napa Valley Register, the Napa County website, in addition to possibly the Self-Help Center. The discussion was tabled for next meeting in addition to the timing logistics of the survey. Trustees were undecided if during the current state of the pandemic or after would be the best time to garner the most responses.

**NEW BUSINESS:**

Trustees brought up the idea of not meeting every month but would need to schedule a meeting every month as Business Code 5304 is strict. Trustee Halstead will reach to County Counsel and confirm Brown

Act information. Also discussed were questions regarding meeting in person post-mask mandate, Trustee Halstead will confirm with County Counsel regarding correct procedure.

**TRUSTEE COMMENTS AND ANNOUNCEMENTS:** None.

**AGENDA BUILDING:** NONE.

**SET DATE, TIME, AND PLACE OF NEXT MEETING:**

**Wednesday, March 2, 2022 at 12:15pm.**

**Historic Courthouse**

**825 Brown Street**

**Remote/Zoom**

**ADJOURNMENT:**

Meeting adjourned at 12:42 p.m.

(sign your name)

Wendy Okada

Court Administrative

32

Responses

05:33

Average time to complete

Active

Status

[View results](#)

Open in Excel

1. Do you work in the legal profession?

[More Details](#)

- Yes 31
- No 0



2. On average, how often do you visit the Napa County Law Library?

[More Details](#)

- Daily 0
- Weekly 1
- Monthly 8
- Less than once per month 15
- Never 8



3. Has Covid changed the way you use or would use the Napa County Law Library in person? If so, how?

[More Details](#)

31

Responses

Latest Responses

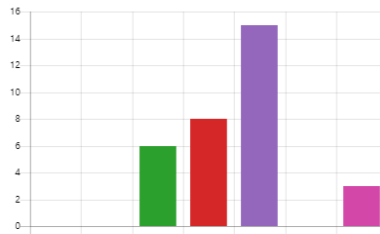
"NO"

*"Pre-Covid, I went to the law library weekly."*

4. How often do you use the Law Library's databases (e.g. Westlaw) for legal research?

[More Details](#)

- Daily 0
- Weekly 0
- Monthly 6
- Less than once per month 8
- Never 15
- Seasonal 0
- Yearly 3



5. If you use the Law Library's databases, how long would you average session be?

[More Details](#)

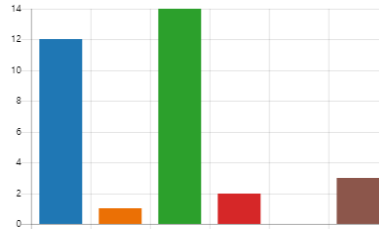
• <10 minutes	2
• 30 minutes	11
• 1 hour	3
• 1+ hour	3



6. How would you prefer to find out about Law Library resources & programs?

[More Details](#)

• Library website	12
• Social media (Facebook, Twitt...	1
• Email	14
• Signs or fliers in the library	2
• Library staff	0
• Don't know / Not applicable	3



7. Which of the following is an important library resource for you? (Select all appropriate)

[More Details](#)

• Reference (research) assistance	13
• Court record access	20
• Print law books	17
• Legal databases / Online reso...	19
• Other	3

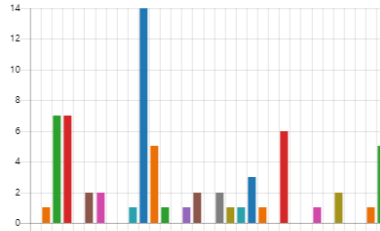


8. What type of law do you practice?

[More Details](#)

• Administrative law	0
• Bankruptcy	1
• Business Law	7
• Civil Litigation and Appeals	7
• Civil Rights	0
• Construction Laws	2
• Corporate Law	2
• Education	0
• Entertainment Law	0
• Environmental Law	1
• Estate Planning & Probate	14
• Family Law	5

● Estate Planning & Probate	14
● Family Law	5
● Federal Litigation	1
● Healthcare	0
● Immigration	1
● Insurance Law	2
● Intellectual Property	0
● Juvenile Law	2
● Labor & Employment	1
● Land Use / Zoning	1
● Landlord-Tenant	3
● Mediation / Arbitration	1
● Military Law / Veterans	0
● Real Estate Law	6
● Securities	0
● Small Claims	0
● Tax Law	1
● Technology Law	0
● Torts	2
● Traffic Law	0
● Water Law	0
● Wine Law	1
● Other	5



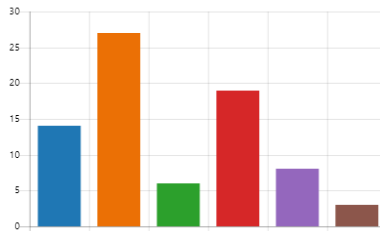
Questions

Responses **32**

9. Which of the following library resources are important to you? Please select all that apply.

[More Details](#)

● Treatises (Wilkin)	14
● Practice guides and form boo...	27
● Self-help books (e.g. Nolo Pre...	6
● Legal databases / online legal ...	19
● Jury instructions	8
● Other	3



10. In your opinion, the best resource(s) the Law Library offers is/are:

[More Details](#)

19

Responses

Latest Responses

11. Are there any other resources you wish the Law Library provided?

[More Details](#)

16

Responses

Latest Responses



Do you work in the legal profession?	On average, how often do you visit the Napa County Law Library?	Has Covid changed the way you use or would use the Napa County Law Library in person? If so, how?	How often do you use the Law Library's databases (e.g. Westlaw) for legal research?	If you use the Law Library's databases, how long would your average session be?	How would you prefer to find out about Law Library resources & programs?	Which of the following is an important library resource for you? (Select all appropriate)	What type of law do you practice?	Which of the following library resources are important to you? Please select all that apply.	In your opinion, the best resource(s) the Law Library offers is/are:	Are there any other resources you wish the Law Library provided?
Yes	Never	N/A	Never	<10 minutes	Email	Legal databases / Online resources;	Estate Planning & Probate;	Legal databases / online legal resources;		
Yes	Less than once per month	No	Less than once per month		Email	Legal databases / Online resources;	Juvenile Law;Criminal Defense, Conservatorships;	Practice guides and form books (Rutter, CEB, etc);Self-help books (e.g. Nolo Press);	Practice Guides	No
Yes	Less than once per month	Not currently	Never		Library website	Court record access;Print law books;Reference (research) assistance;	Business Law;Land Use / Zoning;Real Estate Law;Insurance Law;	Practice guides and form books (Rutter, CEB, etc);		
Yes	Monthly	No longer relevant	Monthly	30 minutes	Signs or fliers in the library	Legal databases / Online resources;	general;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;	Access to Lexis Nexis	no
Yes	Less than once per month	Only temporarily	Less than once per month	30 minutes	Email	Print law books;	Estate Planning & Probate;	Practice guides and form books (Rutter, CEB, etc);		
Yes	Less than once per month	No	Never		Library website	Legal databases / Online resources;Court record access;Reference (research) assistance;	Environmental Law;Business Law;Civil Litigation and Appeals;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);	Practice guides that cover niche areas. It doesn't make sense to have these kind of guides in most individual law offices, but having a library copy is very handy.	
Yes	Monthly	It did for a while, but I'm back to using it like normal now.	Less than once per month	30 minutes	Email	Court record access;Print law books;Legal databases / Online resources;	Estate Planning & Probate;Landlord-Tenant;	Practice guides and form books (Rutter, CEB, etc);Self-help books (e.g. Nolo Press);	Access to practice guides and Westlaw	

Yes	Never	Not really.	Never		Don't know / Not applicable		Federal Litigation;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Jury instructions;	Don't know.	I haven't used the library in a long time however I considered it a great resource when I was practicing more in state court in Napa. I am nearly retired so you should not put any emphasis on my responses.
Yes	Less than once per month	No	Yearly	1+ hour	Email	Reference (research) assistance;Court record access;Print law books;Legal databases / Online resources;	Estate Planning & Probate;	Practice guides and form books (Rutter, CEB, etc);Treatises (Wilkin);Legal databases / online legal resources;Jury instructions;		
Yes	Monthly	Using a mask was uncomfortable so typically I would be there for less time than I might ordinarily be there	Never		Library website	Print law books;	Construction Laws;Civil Litigation and Appeals;Real Estate Law;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Jury instructions;Forms practice guides;	The practice guides. The library uses a lot of CEB guides but sometimes those are superficial. If possible redundant but different publishers of practice guides.	Forms guide. CEB has some but the library only has one. There are other helpful guides too. Leave a clipboard out for attorney recommendations
Yes	Never	No, I have not used the law library at any time even without Covid.	Never		Library website		Social Security Disability;			
Yes	Less than once per month	No, I mostly use the law library to access Westlaw and I have continued to do so, when needed, through the pandemic	Less than once per month	1+ hour	Email	Court record access;Legal databases / Online resources;Print law books;	Estate Planning & Probate;Business Law;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;	As a sole practitioner I try to keep overhead low. I have not wanted to subscribe to Westlaw as I need access only once in awhile. The access to Westlaw is very significant expense savings for me.	N/A

Yes	Less than once per month	No	Less than once per month	30 minutes	Library website	Court record access;Legal databases / Online resources;Print law books;	Estate Planning & Probate;Real Estate Law;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;	Online databases for research and forms. A lot of firms cannot justify the cost of subscribing to these databases and it is nice to be able to access these materials at the law library when needed.	Can we update the website so that is is clear what the law library offers? Also I think a lot of attorneys would be willing to pay user fees if that would increase the collection or allow access online form our law office. I think Michael if very helpful. It is important to have materials available for pro per litigants. The Sacramento law library is a really good resource that both attorneys and lay persons use maybe we could link to that or model that website
Yes	Less than once per month	Yes, since Covid I have not accessed the library with the exception of once.	Never	1 hour	Email	Court record access;Print law books;Legal databases / Online resources;	Civil Litigation and Appeals;Estate Planning & Probate;Family Law;Labor & Employment;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;Self-help books (e.g. Nolo Press);	We used to have Pleading & Practice but the last time I was in, it was no longer available.	Pleading & Practice.
Yes	Never	No	Never		Email		Real Estate Law;Corporate Law;Business Law;Wine Law;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);		
Yes	Never	I used to occasionally use the law library; now I don't go at all.	Never		Email	Legal databases / Online resources;	Estate Planning & Probate;	Practice guides and form books (Rutter, CEB, etc);Self-help books (e.g. Nolo Press);Legal databases / online legal resources;	CEB and online resources.	I wish we could access CEB and electronic resources online without having to go into the library.

Yes	Weekly	No	Yearly		Email	Court record access;DissoMaster Program if updated;	Family Law;Juvenile Law;	Legal databases / online legal resources;DissoMaster Program;		DissoMaster updated program
Yes	Less than once per month	I wasn't sure it had reopened and now I just haven't been in as much as I used to.	Less than once per month	30 minutes	Email	Reference (research) assistance;Court record access;Legal databases / Online resources;	Estate Planning & Probate;Real Estate Law;Landlord-Tenant;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;Self-help books (e.g. Nolo Press);	Practice guides and legal databases access	
Yes	Less than once per month	postponed work except on line for several months.	Yearly	1+ hour	Library website	Reference (research) assistance;Print law books;	Construction Laws;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);	treatises	more online publications to access remotely
Yes	Never	No - haven't used it in years	Never	<10 minutes	Don't know / Not applicable	Practice Guides;	Family Law;	Practice guides and form books (Rutter, CEB, etc);	A place to hide	Not applicable
Yes	Less than once per month	No	Less than once per month	1 hour	Library website	Reference (research) assistance;Court record access;Legal databases / Online resources;	Estate Planning & Probate;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;Jury instructions;		
Yes	Monthly	in the library much less often	Monthly	30 minutes	Library website	Reference (research) assistance;Print law books;Legal databases / Online resources;printed forms;	Bankruptcy;Business Law;Corporate Law;Estate Planning & Probate;Landlord-Tenant;Tax Law;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;	Witkin, Miller Starr, Rutter	Credit card payment for copy machine. Access to court files without going to research center and paying outrageous copy fees.
	Monthly	No. My office uses the library because we cannot access court pleadings remotely online.	Never	30 minutes	Email	Court record access;	Estate Planning & Probate;	Access to filed Documents;	Access to filed Documents.	Remote access to filed Documents.
Yes	Less than once per month	No	Never		Library website	Reference (research) assistance;Court record access;Print law books;Legal databases / Online resources;	Estate Planning & Probate;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;	The practice guides and form books and legal databases.	No

Yes	Never	No.	Never		Library website	Court record access;Legal databases / Online resources;	Family Law;Civil Litigation and Appeals;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;Jury instructions;		
Yes	Never	Yes, I would use it on occasion when I used to be at the Court for hearings, but now that everything is on Zoom, I'm never at the Court.	Never		Library website	Court record access;	Civil Litigation and Appeals;Business Law;Torts;	Practice guides and form books (Rutter, CEB, etc);		
Yes	Less than once per month	Isn't Covid over?	Never		Social media (Facebook, Twitter, etc)	Reference (research) assistance;Court record access;Print law books;	Civil Litigation and Appeals;Insurance Law;Mediation / Arbitration;Torts;Defense Litigation;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;Jury instructions;	Librarian	Jury Verdict Research and injury case valuation resources.
Yes	Monthly	Wear a mask	Monthly	30 minutes	Library website	Print law books;Court record access;	Real Estate Law;Business Law;Civil Litigation and Appeals;	Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;Treatises (Wilkin);	Hard copies of reference books	More hours
Yes	Monthly	Yes, because I did not know when it was open.	Monthly	30 minutes	Don't know / Not applicable	Reference (research) assistance;Court record access;Print law books;Legal databases / Online resources;	General practice ;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Self-help books (e.g. Nolo Press);Legal databases / online legal resources;Jury instructions;		All of it, at that location.
Yes	Monthly	Pre-Covid, I went to the law library weekly.	Monthly	30 minutes	Signs or fliers in the library	Reference (research) assistance;Court record access;Print law books;Legal databases / Online resources;	Family Law;	Treatises (Wilkin);Practice guides and form books (Rutter, CEB, etc);Legal databases / online legal resources;		

Yes	Less than once per month		Less than once per month	30 minutes	Email	Reference (research) assistance; Court record access; Print law books; Legal databases / Online resources; Immigration;	Legal databases / online legal resources; Jury instructions;
Yes	Less than once per month	NO	Monthly	1 hour	Email	Reference (research) assistance; Legal databases / Online resources; Court record access; Print law books; Estate Planning & Probate;	Treatises (Wilkin); Practice guides and form books (Rutter, CEB, etc); Legal databases / online legal resources;