

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

Historic Courthouse  
825 Brown Street  
Third Floor Administrative Conference Room  
February 2, 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 November 3, 2021 Napa County Law Library Board of Trustees meeting minutes. Members Victoria Wood, Mark Boessenecker, Brian Dewitt, Anthony Halstead, and Lloyd Llewelyn were present.
  - b. Discussion and Possible Action for the Approval of the January 5, 2022 Napa County Law Library Board of Trustees meeting minutes. Members Mark Boessenecker, Victoria Wood, Brian Dewitt and Jim Jones were present.
4. Public Comment
5. Old Business
  - a. Discuss/Finalize Outreach Venues
6. New Business
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting

**March 2, 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**

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## NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

January 5, 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, January 5, 2022 via videoconference. The meeting was called to order at 12:18 p.m. with the following trustees present: Mark Boessenecker, Victoria Wood, Brian Dewitt and Jim Jones.

Excused Absence: Anthony Halstead and Lloyd Llewelyn

**PUBLIC COMMENT:** None

#### **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. Members Victoria Wood, Mark Boessenecker, Brian Dewitt, Anthony Halstead, and Lloyd Llewelyn were present.

Minutes moved to next meeting due to lack of quorum.

**OLD BUSINESS:** NONE.

#### **NEW BUSINESS:**

- a. Trustee Secretary/ liaison  
Motion moved by James Jones and seconded by Victoria Wood to elect Wendy Okada as the new Secretary for the Napa County Law Library Board of Trustees. Motion Passed 4-0 with Victoria Wood, Mark Boessenecker, Brian Dewitt and James Jones voting yes.
- b. Finalize Law Library Survey  
Motion moved by Victoria Wood and seconded by Mark Boessenecker to accept the Law Library survey with the correction of one grammatical error. Motion passed 4-0 with Victoria Wood, Mark Boessenecker, Brian Dewitt and James Jones voting yes.
- c. Discuss/Finalize Outreach Venues  
Trustees discussed several different ideas for the posting of the law library survey. Such as, notifying members of the Napa County Bar Association, the Napa Valley Register, the Napa County website, and the Self-Help Center. The discussion moved to the 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.

d. Law Library Goals and Mission Statement

This discussion was tabled pending the results from the Law Library Survey.

e. Smile Copier Contract Renewal

Motion moved by Victoria Wood and seconded by Mark Boessenecker to renew the 2022-2023 maintenance contract of the Smile copier. Motion passed 4-0 with Victoria Wood, Mark Boessenecker, Brian Dewitt and James Jones voting yes.

**TRUSTEE COMMENTS AND ANNOUNCEMENTS:** None.

**AGENDA BUILDING:** none.

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

**Wednesday, February 2, 2022 12:15pm.**

**Historic Courthouse**

**825 Brown Street**

**Remote/Zoom**

**ADJOURNMENT:**

Meeting adjourned at 12:37 p.m.