

Napa County Law Library Board of Trustees Meeting Agenda

Historic Courthouse
825 Brown Street
Remote/Zoom
January 5, 2021
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
4. Public Comment
5. Old Business
6. New Business
 - a. Trustee Secretary / liaison
 - b. Finalize Law Library Survey
 - c. Discuss / Finalize Outreach Venues
 - d. Law Library Goals and Mission Statement
 - e. Smile Copier Contract Renewal
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time and Location of Next Meeting

February 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

One tap mobile | US Toll-free:

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<https://countyofnapa.zoom.us/j/85080598477?pwd=SGVyNmF0L1pPRkYzM0dxWFJ1OUe4dz09>

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: Honorable Mark Boessenecker, Honorable Victoria Wood, Brian Dewitt and Jim Jones. ****Absent:** Lloyd Llewlyn ****Excused Absence:** Anthony Halstead.

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. ****Present - Hon. Victoria Wood, Hon. Mark Boessenecker, Brian Dewitt, Anthony Halstead, and Lloyd Llewelyn.)**

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

Discussion and Possible Action for the Approval of the December 1, 2021 Napa County Law Library Board of Trustees meeting minutes. ****Present:** Lloyd Llewelyn, James Jones and Anthony Halstead.

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 James Jones voting yes

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.

Wendy Okada is the new Court Administrative Assistant. Moved by James Jones and seconded by Judge Wood, she was unanimously voted as the new secretary.

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.

The Law Library Survey was discussed and finalized as created by Anthony Halstead (not present) via Microsoft Forms. Barring the correction of the word “bankruptcy” appearing in the form, James Jones moved to finalize the survey, and was passed unanimously.

c. Discuss/Finalize Outreach Venues

Hon Victoria Wood 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.

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.

Tarry Singh, Chief Financial Officer explained that this item was added to get approval from the trustees to renew the maintenance contract for the 2022-2023 year. Hon. Victoria Wood moved to approve the renewal, seconded by Hon. Mark Boessenecker and passed unanimously.

TRUSTEE COMMENTS AND ANNOUNCEMENTS: None.

AGENDA BUILDING: NONE.

SET DATE, TIME, AND PLACE OF NEXT MEETING:

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

Historic Courthouse

825 Brown Street

Remote/Zoom

ADJOURNMENT:

Meeting adjourned at 12:37 p.m.

(sign your name)

Wendy Okada

*Job Title

DRAFT