

SAN MATEO COUNTY LAW LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF LAW LIBRARY TRUSTEES

Date: Dec 3, 2019

Meeting Location: CONFERENCE ROOM, SAN MATEO COUNTY BAR ASSOC.
333 Bradford St., Ste. 200 Redwood City, CA

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	JOSEPH C. SCOTT
Trustee:	V. RAYMOND SWOPE
Trustee:	ROBERT D. FOILES
Trustee:	JACQUELYN BROWN

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:20 pm in Regular Session joined by Martin M. Fox

- a. Report on closed session. Adjustments to employee salary.
- b. Approval of minutes for October 24, 2019 meeting. Foiles made motion to approve. Swope seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for Period 4 (October) FY 2019-20. Schaiman made motion to approve. Seconded by Scott. Vote taken with unanimous approval. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Foundation update-announcement of Lewis Endowment of one million dollars for human services and pro se support. Silicon Valley Community Foundation Quarterly Report. Discussion of capital improvements and collection expansion, including new self-help section requiring new shelving and new Nolo collection.

Expansion of a standing library for North County Courthouse to be kept in new Family Law Facilitator supported. Recommendation to speak with Carole Groom about cafeteria space. Once a month Clinic for expungement and traffic motions proposed and approved, provided prior sign-up procedure be implemented to ensure that people will be attending.

Motion to purchase new chairs not to exceed \$10,000 by Schaiman seconded by Foiles. Unanimous approval. Motion to purchase new book shelves not to exceed \$5,000 by Swope, seconded by Brown. Unanimous approval. Consumer Law Clinic to reduce number of clinics per month. Court and county may possibly be interested in supporting along with library. Development of Conservatorship support in San Mateo County. Starting with quarterly informational sessions to outline what is involved in conservatorship and the differences between the types. Recommendation to be performed by attorney.

- e. Bar Association report: no report
- f. Public comments from Martin Fox including end of JPA between community colleges and public library system.

Scott made motion to adjourn. Seconded by Swope. Unanimous vote. Meeting adjourned.

Respectfully submitted,
Caroline Bracco
Secretary-Librarian, Ex-officio