

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

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Date: December 10, 2020

Meeting Location: ZOOM Meeting Room,  
SAN MATEO COUNTY LAW LIBRARY.  
710 Hamilton St, Redwood City, CA

Members in attendance:

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

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 and Jenn Brown.

- a. Report on closed session. Discussed staffing.
- b. Approval of minutes for October 22, 2020 meeting. Scott made motion to approve. Schaiman seconded. Unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for Period 4 (October) FY 2020-21. Foiles made motion to approve. Schaiman seconded. Unanimous vote. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions:
  - Covid closures starting with Gov. Newsom's announcement on Wed December 2 to close to public for remainder of the year through January. Suspension of circulation and curbside assistance.
  - WestLaw Next termination contract was set to expire in August, but they are letting us out early. We hope to renegotiate our contract in the next six to eight months at a lower rate. Recommend LexisNexis Digital library in lieu.
  - Court Partnership for hosting public discussed and deferred.
  - Issues with Earthlink. Switching email servers. Want to redesign website through Wordpress
  - CalPERS prefunding. Need to get signatures from Steve.
  - Foundation sponsoring Consumer Law Clinic with BALA and covering cost of additional staff hours.
- e. Bar Association report: amending bylaws.
- f. Public comments from Martin Fox including recommendation to renegotiate premium on D&O insurance with Hartford due to low risk. Suggestion of library employees as essential workers.

3. ADJOURNMENT

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

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