

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

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Date: May 23, 2023

Meeting Location: CRIMINAL JUSTICE TRAINING ROOM  
400 County Center, Redwood City, CA  
And by Zoom Meeting ID 233 094 3330

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	ROBERT D. FOILES
Trustee:	PAUL WILKINS
Trustee:	JACQUELYN BROWN
Trustee:	LISA A. NOVAK
Trustee:	V. RAYMOND SWOPE

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 Fox, county attorney John Nibbelin and Emil Lawrence.

- a. Report on closed session. Discussion of library space concerns.
- b. Approval of minutes for March 23 meeting. Motion to approve by Novak second by Wilkins. Schaiman, Slocum, Foiles vote aye. Remote aye by Brown. Abstention from Swope. Approval passed. Minutes moved into record.
- c. Acceptance of reports of expenses for Period 9 (March) FY2022-23. Question from Novak regarding transfers to and from treasury. Motion to approve by Swope, second by Schaiman. Foiles, Wilkins, and Novak vote aye. Remote aye by Brown. Finances moved into record.
- d. Discussion and information updates & policy decisions:
  - County and long term plans for law library with relocation
  - Engagement agreement with county attorney John Nibbelin
  - Vote to amend bylaws to bimonthly meeting: July, Sept, Nov. Motion by Novak, second by Wilkins. Unanimous approval of bimonthly meeting schedule. Request for cancellation notice of June meeting
  - Vote on Budget for FY 23-24. discussed for significant increase from previous years in part due to payroll increases and inflation. Motion to approve budget by Swope. Schaiman second. Foiles, Wilkins, and Novak vote aye. Remote aye by Brown. Budget adopted by library board

- e. Bar Association report:
  - Wilkins spoke of on behalf of bar association regarding Law Day.
- f. Public comments: Marty Fox made public comment regarding South San Francisco courthouse and north county redevelopment.

3. ADJOURNMENT

Swope made motion adjourn. Seconded by Wilkins. Unanimous approval. Meeting adjourned.

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