

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

Date: October 22, 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:	CAROLE GROOM
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 September 23, 2020 meeting. Foiles made motion to approve. Schaiman seconded. Vote taken with six vote approval, Scott abstaining. Minutes moved into record.
- c. Acceptance of report of expenses for Period 3 (September) FY 2020-21. Slight uptick in filings but expenses still exceeding income. Savings on suspended databases ended. Schaiman made motion to approve. Wilkins seconded. Unanimous vote. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions:
 - Election 2020 Voter Center presentation and Q&A with Jenn Brown from county elections division. Draft layout for parking plans and entrance/exit plus additional safety measures discussed.
 - Discussion of adjusting hours and policy with decision to continue only with policies already in place.
 - C. Bracco attended the CalPERS educational forum for prefunding trusts. Board already voted to approve the creation of a prefunding trust, based on director's recommendation. That recommendation is to pay down our debt (ADM) by \$20,000 and invest \$30,000 in a CEPPT trust.
 - Law Library's annual report submitted to county and board. No corrections or amendments recommended. Motion to approve by Groom. Seconded by Schaiman. Unanimous approval. Annual Report moved into record.
 - Chase development update; paralegal classes to begin on weekends.

- e. Bar Association report: amending bylaws.
- f. Public comments from Martin Fox including issues of legislative advocacy.

3. ADJOURNMENT

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

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