

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

Date: March 27, 2025

Meeting Location: SAN MATEO COUNTY LAW LIBRARY
 710 Hamilton, Redwood City, CA
 And by Zoom Meeting ID 233 094 3330

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	SHARON CHO
Trustee:	LISA A. NOVAK
Trustee:	MICHAEL WENDLER
Trustee:	PAUL WILKINS (remote)

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION convened at 12:20

2. REGULAR SESSION

The meeting convened at 12:30 pm in Regular Session joined by Martin Fox and Shawan Chaves

- a. Report on closed Session-No report.
- b. Approval of minutes of January 23 meeting. Motion made by Novak to approve minutes. Seconded by Cho. Approval by Schaiman, Swope and remote approval by Wilkins. Handler abstained. January minutes approved and moved into record.
- c. Acceptance of reports of expenses for Period 6 (December) Period 7 (January) FY2024-25. Swope made motion to approve. Second by Schaiman. Approval vote by Cho, Novak and remote approval by Wilkins. Reports of expenses moved into record.
- d. Discussion and information updates & policy decisions:
 - Appointment of Judge Michael Wendler by judge Garratt
 - Payroll Deductions and CalPERS. Deductions by payroll have ended
 - Renewed contract with BALA at \$20,000. Fee increased for hourly rate of attorneys. Got training in debt collection Case Management paperwork to free up slots where we can. Very in demand.
 - Form 700-Just Jacquelyn and Steve and a leaving office
 - Working on update to library rules and policies-Shawn Chaves reported work on a patron policy handbook and an employee policy handbook.
 - Leaving office of V. Raymond Swope and presentation of award for service
 - Other matters of interest
- e. Bar Association report:
No report

- f. Public comments: Marty Fox made public comment on the law library's contribution to helping people interact with the courts. That help is much appreciated

3. ADJOURNMENT

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

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