

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

Date: May 24, 2018

Meeting Location: San Mateo County Law Library
710 Hamilton St., Redwood City, CA 93063

Members in attendance:

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

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:25 pm in Regular Session.

- a. Approval of minutes for April 26, 2018 meeting. Wilkins made motion to approve. Groom seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 10 (April) of FY 2017-2018. Costs and income balancing when accounting for cash transactions. Discussed photocopier costs vs. income. Schaiman made motion to approve. Seconded by Swope. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: Xerox contract up for renewal June 1st. Decision and vote. Groom made motion to take a vote to approve contract. Schaiman seconded. Unanimous approval. New Xerox contract approved. Discussion of WestLaw renewal up at the end of July.
- d. Bar Association report included discussion of Fee Arbitration workshop and the law library charging for use of the room.
- e. Public comments from Martin Fox including liking the changes to the location of collection and memorial day celebrations.

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

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