

204 Fourth Street, Suite A
Woodland, CA 95695
530-666-8918
law.library@yolocounty.org
yololawlibrary.org

AGENDA FOR MEETING OF THE BOARD OF TRUSTEES

NOTICE: This agenda can be made available in appropriate alternative formats to persons with a disability.

NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the following link.

**The Yolo County Law Library Board of Trustees will meet on
Thursday, March 24, 2022 at 12:15 pm.**

Government Code section 54953(e)(1) authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this Agenda.

By PC [Here](#) or By Phone: (408) 638-0968 Meeting ID: 859 6019 7937

1. Rollcall
2. Public Comment: This is the opportunity for members of the public to address the Board on subjects relating to Law Library Board business.
3. Renew authorization for remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.
4. Consider approval of routine business
 - a. Approval of minutes (January 27, 2022 meeting)
 - b. Ratification of claims from January-March 2022
5. Financial report
 - a. Court distributions:
 - December 2021: \$7,924.55 (funds available 2/11/2022)
 - January 2022: \$7,779.97 (funds available 3/14/2022)
 - b. Income/expenditure report
6. Consider approval of fees to participate in two community fairs (Celebrate Davis and Yolo County Fair)
7. Consider commendation for library assistant Marie Drebert
8. Board positions for 2022 (discussion/action)
9. Director's report

Closed session: Public Employee Performance Evaluation (Gov. Code § 54957)
Title: Library Director

I declare under penalty of perjury that the foregoing agenda was posted at the Law Library Entrance, 204 4th St, Woodland, CA 95695 as required by law.

By: /s/ Janet Coles

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Law Librarians for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Law Librarians as soon as possible and preferably at least 24 hours prior to the meeting. Public documents pertaining to the agenda may be viewed or obtained during regular business hours at the Law Library, or on the Law Library's website at https://yololawlibrary.org/?page_id=79. The Law Librarian may be reached at telephone number 530-666-8918, or email law.library@yolocounty.org or at the following address: Yolo County Law Library, 204 Fourth Street, Suite A, Woodland, CA 95695

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Officer, to minimize the spread of the COVID 19 virus, please do the following:

You are strongly encouraged to observe the live stream of the Board Meeting.

By PC: <https://yolocounty.zoom.us/j/85960197937>

Dial by your location: (408) 638-0968

Meeting ID: 859 6019 7937

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

If you choose not to observe the Board meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. Please submit your comment to janet.coles@yolocounty.org. Your comment will be placed into the record at the Board meeting.

If you are watching/listening to the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to janet.coles@yolocounty.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Subject

Renew authorization for remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.

Recommended Action Renew authorization for remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that (a) the COVID-19 pandemic state of emergency is ongoing, and (b) local officials continue to recommend measures to promote social distancing.

Reason for Recommended Action/Background

The recommended action is required by Assembly Bill 361 to continue meeting remotely during a declared state of emergency. It includes a finding that social distancing measures continue to be recommended, consistent with the most recent memorandum from the County Health Officer. This finding (or a finding that meeting in person would present imminent health and safety risks) is required on a monthly basis.

Collaborations

Yolo County Administrator, Yolo County Health Officer

**Yolo County Law Library Board of Trustees
Minutes of the January 27, 2022 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, January 22, 2022, scheduled for 12:15 PM, via Zoom online conferencing.

Board President Welton called the meeting to order at 12:15 PM.

Present: Trustees Blake, Cortés, Mack, Meyer, Welton, Wolk. Staff: Library Director Coles

Absent: Trustee Maguire

There was no public attendance, and no public comment was received.

Discussion and action items:

- 1) Renew authorization for remote (teleconference/videoconference) meetings.**

The Board found that, pursuant to Assembly Bill 361, the COVID pandemic state of emergency was ongoing and that local officials continued to recommend measures to promote social distancing, and so voted to renew the authorization for remote meetings.
- 2) Consider approval of routine business.**
 - a. The minutes of the December 2, 2021 meeting were approved as amended (note trustees absent as well as present). Coles said she would include this note in all the minutes going forward. She also said that she would begin distributing the draft minutes for each meeting earlier than before (during the week following the meeting).
 - b. December 2021 and January 2022 claims were ratified.
- 3) Financial report.**
 - a. Court distributions for October 2021 (\$9059.52) and November 2021 (\$8362.82) were reported.
 - b. Coles provided an income and expenditure report for FY2022 through showing a balance of \$29,511 for fund 7001 and -\$40,127.42 for fund 7002. She said that expenditures were higher than usual due to paying for planned project costs (Digital Library and public access catalog).
- 4) Board positions for 2022.**

President Welton began a discussion of the need to change the roster of officers for the Library Board of Trustees. She said that she had been the board president for the past three years or more and that she was looking to step down in favor of another board member. No volunteers forthcoming, Welton said she was willing to table the discussion until the February 2022 Board meeting, but that the Board would need to address the issue and make decisions at that time.

Trustee Blake stated that he was not volunteering to become president because he would be leaving his trustee position at the end of 2022. The process of replacing him was discussed. President Welton said that she and Trustees Blake and Mack are County Board of Supervisors appointees to the Yolo County Law Library Board, and the Supervisors approve new appointees at their first meeting every January. Welton has let the Clerk of the Board know that this will be Blake's last year on the Board. She said that following the [Maddy Act](#), the position will need to be published as an opening.
- 5) Director performance review.**

Coles stated that she would be completing her first year as director of the Law Library in February 2022 and asked the Board to conduct a performance appraisal by its April 2022 meeting. She said that to facilitate the process, she would send the Board a report on the Library's accomplishments over the past year by mid-February 2022. She mentioned that

the American Library Association has free tools available for library trustees on conducting a director evaluation, including sample evaluation forms, and that she would send the Board some information about where to find those tools.

Coles said that hand in hand with a performance evaluation would go setting performance objectives for the library director for the coming year, which would also mean setting some strategic goals for the Library. Coles said she would send the Board a draft outline for a FY2023 project and spending plan before the next board meeting.

Welton recommended that when Coles sends the Library's accomplishments report in February that she include the information on how to access the ALA trustee tools, and then said that the matter would be placed on the February 2022 meeting agenda as a closed session item, so that the Board could discuss the process it wanted to follow.

6) **Director's report.**

Coles reported on the following:

Project updates

- LexisNexis Digital Library. There was a delay in implementation of the Law Library's Digital Library access due to the holidays and the recent COVID surge. The Digital Library is now available, and Lexis is working on loading all of the Library's recently purchased content, as well as the full set of California Forms of Pleading and Practice and California Legal Transactions Forms. Coles said she would register all the trustees and send them their login credentials, so they could begin using the Digital Library. She mentioned that there would be an online user training sometime in February, which would be recorded and made available online. Coles said she would give a demonstration of this new resource at a Board meeting in the near future, either February or March 2022, time allowing.
- Koha online catalog. The Library's new online public access catalog will go live the first week of February. Coles said that she would also send information to the Board about accessing the new catalog and would also demo that resource at a future meeting.
- Surveys. The user survey for legal professionals was sent out again, to a list of 170 lawyers from solo and small law practices. The survey response more than doubled; the new responses did not significantly differ from those previously collected. Coles said she would include a data summary for this survey with the meeting minutes.

The Library's public survey was sent out the week of January 27 and was set to run until February 11. The survey was developed in both English and Spanish and was sent via email to around 3500 county residents. As of the Board meeting date, 150 responses had been received. Coles said she would present the findings at the February 2022 Board meeting.

Security incident. The Library had a fairly serious security incident just before the December holiday break, with a patron who became violent, throwing items, shouting and threatening suicide. Coles discussed the need to reexamine the Library's security measures and policies around collecting money for photocopies, etc. The Board suggested that a security expert might be consulted to do an analysis and present some recommendations to the Board about how to make the Library safer. Further discussion

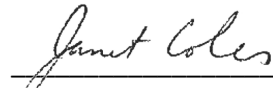
led to the need to examine and possibly amend the Library's operational policies, as well as the Board's by-laws. Coles said the policies and by-laws as far as she can determine are in draft form at this point, and that she would send the Board copies of what she has, along with her recommendations for updating policies

Form 700s. Coles said she would need Form 700s (California Statement of Economic Interest, <https://www.fppc.ca.gov/Form700.html>) from all of the trustees by April 1, and that she would include a message about this in her communications with the Board the first week of February.

Notary services. Coles said she was completing a six-hour online notary course and will plan to take the state's certification test in February, meaning the law library could possibly begin to offer notary services in March 2022.

- 7) **Next meeting.** The next meeting will be held on Thursday, February 24, 2022, at 12:15 PM.
- 8) **Adjournment.** The meeting was adjourned at 12:59 PM.

Respectfully submitted by,



Janet Coles, Director, Yolo County Law Library

COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT
				FUND	DEPT#	B/U	C/C		
1 11113	CEB	12198212	1/29/2022	6950	67	6200	7001	501231	\$ 327.17
2 10632	DEMCO	7072587	1/28/2022	6950	67	6200	7001	501110	\$ 84.29
3 10571	QUILL	22678112	1/27/2022	6950	67	6200	7001	501110	\$ 16.19
4 10571	QUILL	22652941	1/27/2022	6950	67	6200	7001	501110	\$ 20.07
5 10571	QUILL	22678423	1/27/2022	6950	67	6200	7001	501110	\$ 29.15
6 10167	RICOH	105799467	1/14/2022	6950	67	6200	7001	501190	\$ 98.30
7 10659	THOMSON REUTERS - WEST	845790095	2/1/2022	6950	67	6200	7001	501231	\$ 2,032.03
8 10659	THOMSON REUTERS - WEST	845880611	2/4/2022	6950	67	6200	7001	501230	\$ 1,241.22
9	YOLO COUNTY GENERAL SERVICES DEPT	JE7-367	1/20/2022	6950	67	6200	7001	501071	\$ 83.00

7001 total \$ 3,931.42

10	AMAZON BUSINESS	1-GJN-JT3H-V3J9	1/30/2022	6950	67	6200	7002	501230	\$ 19.67
11	AMAZON BUSINESS	IL3F-RVPD-17MN	2/1/2022	6950	67	6200	7002	501230	\$ 21.59

7002 total \$ 41.26

Total (7001 & 7002) \$ 3,972.68

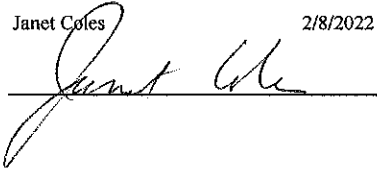
Prepared By:

Janet Coles

2/8/2022

Approved by the President or Vice President of the Board of Trustees

Dated: _____



COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT
				FUND	DEPT#	B/U	C/C		
1 10101	LEXISNEXIS	2869000A	12/1/2021	6950	67	6200	7001	501230	\$ 959.50
2 10101	LEXISNEXIS	2869000B	1/1/2022	6950	67	6200	7001	501230	\$ 959.50
3 10167	RICOH	105799467	1/14/2022	6950	67	6200	7001	501190	\$ 207.24

7001 total \$ 2,126.24

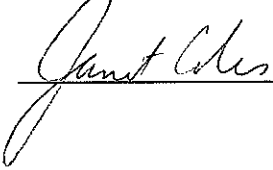
4	AMAZON BUSINESS	11DQ-41VQ-1FV4	12/13/2021	6950	67	6200	7002	501230	\$ 28.99
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7002 total \$ 28.99

Total (7001 & 7002) \$ 2,155.23

Prepared By:
Janet Coles 2/22/2022

Approved by the President or Vice President of the Board of Trustees



Dated: _____

COUNTY OF YOLO LAW LIBRARY

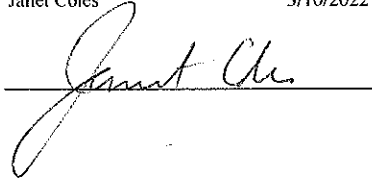
VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT
				FUND	DEPT#	B/U	C/C		
1	AMAZON BUSINESS	ID6L-XYR6-C4G4	2/27/2022	6950	67	6200	7001	501110	\$ 119.99
2	11113 CEB	12207001	2/28/2022	6950	67	6200	7001	501230	\$ 327.17
3	COUNCIL OF CALIFORNIA COUNTY LAW LIBRARIANS (CCCLL)	2022-56	12/15/2021	6950	67	6200	7001	501090	\$ 150.00
4	10101 LEXISNEXIS	2869000C	2/1/2022	6950	67	6200	7001	501230	\$ 959.50
5	10101 LEXISNEXIS	2869000D	3/1/2022	6950	67	6200	7001	501230	\$ 959.50
6	10659 THOMSON REUTERS-WEST	846040418	3/4/2022	6950	67	6200	7001	501230	\$ 1,241.22
7	10659 THOMSON REUTERS-WEST	845955776	3/1/2022	6950	67	6200	7001	501231	\$ 2,032.03

7001 total \$ 3,310.22

Prepared By:

Janet Coles 3/10/2022

Approved by the President or Vice President of the Board of Trustees



Dated: _____

Item 5b

GL293 Date 03/15/22 Company 1000 - YOLO COUNTY Income Statement For Period 7 Through 9 Ending March 31, 2022 Fiscal Year 2022

6950-0067-06200-7001

69506762007001 LAW LIBRARY

YOLOCOUNTY

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
<u>REVENUES</u> REVENUES					
<u>REVUSEMONEY</u> REVENUE FROM USE OF MONEY AND					
400700-0000	INVESTMENT EARNINGS-POOL	335.40-	810.24-	724.15-	1,375.80-
400705-0000	GASB 31 FMV - DFS ONLY	0.00	1,016.00	0.00	2,698.00
	Total REVENUE FROM USE OF MONE	335.40-	205.76	724.15-	1,322.20
<u>INTGOVREVENU</u> INTERGOVERNMENTAL REVENUES					
<u>STATEREV</u> STATE REVENUE					
401340-0000	ST-OTHER	0.00	0.00	0.00	29,684.18-
	Total STATE REVENUE	0.00	0.00	0.00	29,684.18-
	Total INTERGOVERNMENTAL REVENU	0.00	0.00	0.00	29,684.18-
<u>CHG FOR SVCS</u> CHARGES FOR SERVICES					
403130-0000	COURT FEES AND COSTS	25,695.84-	54,620.35-	25,530.43-	59,074.91-
	Total CHARGES FOR SERVICES	25,695.84-	54,620.35-	25,530.43-	59,074.91-
<u>MISCREVENUES</u> MISCELLANEOUS REVENUES					
404113-0000	OTH MISC-DONATION	0.00	0.00	0.00	325.00-
	Total MISCELLANEOUS REVENUES	0.00	0.00	0.00	325.00-
	Total REVENUES	26,031.24-	54,414.59-	26,254.58-	87,761.89-
<u>EXPENDITURES</u> EXPENDITURES					
<u>SALARY&BEN</u> SALARIES AND EMPLOYEE BENEFITS					
<u>SALARY&WAGES</u> SALARY AND WAGES					
500110-0000	EXTRA HELP	4,901.50	22,460.91	4,203.00	8,563.50
	Total SALARY AND WAGES	4,901.50	22,460.91	4,203.00	8,563.50
<u>EMPBENEFITS</u> EMPLOYEE BENEFITS					
500320-0000	OASDI	303.89	1,392.57	260.59	530.94
500330-0000	FICA/MEDICARE	71.08	325.69	60.94	124.16
500390-0000	WORKERS' COMP INSURANCE	0.00	0.00	155.00	155.00
	Total EMPLOYEE BENEFITS	374.97	1,718.26	476.53	810.10
	Total SALARIES AND EMPLOYEE BE	5,276.47	24,179.17	4,679.53	9,373.60
<u>SERVSUPPLIES</u> SERVICES AND SUPPLIES					
501020-0000	COMMUNICATIONS	0.00	99.00	620.00	1,035.76
501040-0000	HOUSEHOLD EXPENSE	161.21-	0.00	95.60	95.60
501041-0000	HOUSEHOLD EXPENSE-CONTRACTS	0.00	0.00	681.18	1,589.42
501042-0000	GEN SERV JANITORL INTERNAL CHR	407.61	1,608.35	0.00	0.00
501051-0000	INSURANCE-PUBLIC LIABILITY	0.00	0.00	0.00	688.04
501052-0000	INSURANCE-FIRE & EXTENDED	0.00	0.00	0.00	141.05
501071-0000	MAINTENANCE-BLDG IMPROVEMENT	83.00	166.00	150.00	150.00
501110-0000	OFFICE EXPENSE	680.97	1,735.37	0.00	105.24
501126-0000	IT SERVICE-ERP	0.00	0.00	399.00	1,197.00
501127-0000	IT SERVICE-CONNECTIVITY	0.00	0.00	1,892.00	5,676.00
501190-0000	RENTS AND LEASES - EQUIPMENT	305.54	969.08	419.70	1,052.13
501230-0000	SPECIPT EXP-CIRC LIB BKS&PERI	5,976.70	17,997.29	10,092.06	15,394.13
501231-0000	SPECIPT EXP-OLINE LIB BKS&PERI	4,718.40	21,969.95	8,232.68	16,413.93
	Total SERVICES AND SUPPLIES	12,011.01	44,545.04	22,582.22	43,538.30
	Total EXPENDITURES	17,287.48	68,724.21	27,261.75	52,911.90
	Total NET FUND BALANCE	8,743.76-	14,309.62	1,007.17	34,849.99-

6950-0067-06200-7002

69506762007002

LAW LIBRARY SUPPLEMENTAL FNDG

YOLOCOUNTY

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
<u>REVENUES</u>	REVENUES				
<u>INTGOVREVENU</u>	INTERGOVERNMENTAL REVENUES				
<u>STATEREV</u>	STATE REVENUE				
401340-0000	ST-OTHER	0.00	58,814.95-	0.00	0.00
	Total STATE REVENUE	0.00	58,814.95-	0.00	0.00
	Total INTERGOVERNMENTAL REVENUE	0.00	58,814.95-	0.00	0.00
	Total REVENUES	0.00	58,814.95-	0.00	0.00
<u>EXPENDITURES</u>	EXPENDITURES				
<u>SERVSUPPLIES</u>	SERVICES AND SUPPLIES				
501110-0000	OFFICE EXPENSE	0.00	0.00	49.22	49.22
501165-0000	PROF & SPEC SVC-OTHER	0.00	67.53	0.00	0.00
501210-0000	MINOR EQUIPMENT	0.00	0.00	0.00	2,785.22
501230-0000	SPEC DPT EXP-CIRC LIB BKS&PERI	70.25	10,899.47	1,426.00	1,426.00
501249-0000	SPEC DPT EXP-OTHER	7,790.78	7,790.78	0.00	0.00
	Total SERVICES AND SUPPLIES	7,861.03	18,757.78	1,475.22	4,260.44
	Total EXPENDITURES	7,861.03	18,757.78	1,475.22	4,260.44
	Total NET FUND BALANCE	7,861.03	40,057.17-	1,475.22	4,260.44

YOLO COUNTY LIBRARY BOARD OF TRUSTEES

RESOLUTION

Adopted in Recognition and Profound Appreciation of Distinguished Service by Marie Drebert

WHEREAS, Marie Drebert has always been mindful of the interests of the Yolo County Law Library and has worked tirelessly to provide the best public service:

WHEREAS, Marie Drebert has provided outstanding support to the Library, its Director and the Board of Trustees;

WHEREAS, Marie Drebert has faithfully with honor, integrity, and distinction served as Assistant Librarian for the Yolo County Law Library for over four years;

Now, Be It Therefore Resolved, that the members of the Board of Trustees extend their heartfelt gratitude and sincere best wishes to Marie for her extraordinary contributions to the Yolo County Law Library, its patrons and staff.

This Resolution was unanimously adopted by the Board of Trustees at its regular meeting of March 24, 2022.

Hope P. Welton, President

Janet Coles, Library Director