



**SAN MATEO COUNTY LAW LIBRARY**  
710 Hamilton Street  
Redwood City, CA 94063  
650-363-4913  
[www.smclawlibrary.org](http://www.smclawlibrary.org)

March 15, 2018

**BOARD OF LAW LIBRARY TRUSTEES MEETING**  
CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY  
710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

*Materials related to an item on this Agenda are available for public inspection at the Law Library during normal business hours.*

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Law Library at least three (3) days prior to the meeting. Notification in advance of the meeting will enable the Law Library to make reasonable arrangements to ensure accessibility to this meeting and materials related to it.*

*Members of the public may be heard on any item on the Agenda. Persons addressing the Board will be limited to five minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item on the agenda during discussion of the item.*

**THURSDAY, MARCH 22, 2018, 12:15 P.M.**

**AGENDA**

1. **CLOSED SESSION**

- a. The Board will meet in closed session to discuss staffing issues. At the conclusion of the closed session the Board will report on any action taken for which a report is required by law.

2. **REGULAR SESSION**

- a. Approval of Minutes of the February 22, 2018 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 8 (February) of FY 2017-2018. (pages 2-6)
- c. Discussion/Informational Updates and Policy Decisions:
- Part-time work approval (page 7)
  - Law Library Foundation update Celebration
  - Form 700
  - Reappointments-Confirmed (page 8)
  - SMCBA Community Affairs night
  - Vote on Antonella Conventini educational support. (pages 9-10)
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. ADJOURNMENT

NEXT MEETING: APRIL 26, 2018

**Mark Your Calendar!**

**2018 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- May 24, 2018
- June 28, 2018
- August 23, 2018
- September 27, 2018
- October 25, 2018
- December 6, 2018

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

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Date: February 22, 2018

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

Members in attendance:

Trustee:	V. RAYMOND SWOPE
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 12:30 pm in Regular Session, joined by Martin Fox, Esq.

- a. Approval of minutes for January 25, 2018 meeting. Motion to approve by Swope, second by Brown. Unanimous approval.
- b. Acceptance of report of expenses for period 7 (Jan.) of FY 2017-2018. Currently under projected budget. Income slightly below expenditures. Discussion of Xerox alternatives and contacting County Surplus. Motion to approve by Groom, second by Swope. Unanimous approval.
- c. Discussion and information updates & policy decisions: Welcome to Paul Wilkins, new trustee. Verbal agreement to proceed with reappointment of Groom and Brown. ABA library visit in conjunction with Skyline College. All trustees have Form 700 by electronic filing due. Restoration of Saturday hours funded by Foundation. Wilkins moved to approve. Swope seconded. Unanimous vote to approve reestablishment of Saturday hours.
- d. Bar Association reports they are busy. Noted the poor attendance at last foundation event. Brown will report back on high donations despite poor attendance.
- e. Public comment. Martin Fox discussed issues regarding.

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

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

**Filing Fee Income**

Filing Fees	\$42,423.60
<b>TOTAL:</b>	<b>\$42,423.60</b>

**Library Generated Income**

Copy Machines		
Computer Printer	\$0.00	
Conference Room	\$0.00	
Overdue Fines	\$0.00	
CEB Audio Check Out Fee	\$0.00	
MCLE Class Charge	\$0.00	
Reserve Book Fee	\$0.00	
Lost Book Payment	\$0.00	
Donations	\$0.00	
Extra Computer Time	\$0.00	
Vendor Credits/Refunds	\$0.00	
SVCF Withdraws	\$0.00	
Grants	\$0.00	
Other		
<b>TOTAL:</b>	<b>\$0.00</b>	(now going into Citibank Account)

**Trial Balance Reported Income**

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$0.00</b>

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**MONTHLY TOTAL INCOME: \$42,423.60**

Voucher #	Vender	Amount
11397	CalPERS (100000015111446)	
11398	CalPERS (100000015144391)	
11399	CalPERS (100000015144375)	
11400	CalPERS (100000015184781)	
11401	California Security	
11402	Lexis (Matthew Bender)	
11403	Lexis (Advance)	
11404	Office Depot	
11405	Treat, Richard	
11406	UC Regents (CEB)	
11407	UBS	
11408	West Group (Westlaw Next)	
11409	West Group (Thomson Reuters)	
11410	Xerox	
11411	Blake, Larry	
11412	Bracco, Caroline	
11413	Conventiti, Antonella	
11414	Gurthet, Andrew	
11415	Webster, Maria	
11416	Medicare	
11417	Active Employee Benefits	
11418	Retired Employee Benefits	

**Total: \$43,770.58**

**Income for February, Period 8: \$42,423.60**

**Difference: -\$1,346.98**

CASH ON HAND REPORT

FY 2016-2017

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$45,166.47	\$16,286.98	\$201,871.50
August	\$48,827.55	\$69,785.41	\$180,913.64
September	\$42,324.46	\$56,804.95	\$166,433.15
October	\$58,200.84	\$43,397.08	\$181,236.91
November	\$45,786.57	\$44,290.29	\$182,733.19
December	\$144,215.46	\$47,583.01	\$279,365.64
January	\$42,714.11	\$49,016.78	\$273,062.97
February	\$42,423.60	\$43,770.58	\$271,715.59
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$469,659.06</b>	<b>\$370,935.08</b>	
Average/Month	\$58,707.38	\$46,366.89	
Difference/Month	\$12,340.50		

# Law Library CitiBank Account Expenditures/Deposits FY17-18

Transaction Type	Date	Amount	Comments
Beginning FY17-18 balance	7/1/17	\$6,107.29	
Service Charge	7/10/17	-\$24.19	
Withdraw (credit card payment to Earthlink)	7/17/17	-\$19.95	Monthly website hosting charge
Withdraw (credit card payment to Amazon)	7/25/17	-\$13.97	Purchase of 'How to Change Your Name in California'
Withdraw (credit card payment to AT&T)	8/2/17	-\$65.00	Monthly telephone/internet charge
Withdraw (Check 127 to CalPERS)	8/2/17	-\$1.24	Payment of late fee
Withdraw (Check 128 to CalPERS)	8/2/17	-\$0.01	Payment of late fee
Service Charge	8/8/17	-\$22.16	
Withdraw (Check 129 to CalPERS)	8/7/17	-\$1.80	Payment of late fee
Check 130 voided			
Withdraw (Check 131 to ALM)	8/7/17	-\$177.41	Purchase of index to Jury Verdict Searches
Withdraw (Check 132 to Caroline Bracco)	8/7/17	-\$641.01	Reimbursement for AALL Conference costs
Withdraw (Check 133 to CCCLL)	8/7/17	-\$100.00	CCCLL Fall Conference registration
Withdraw (credit card payment to Earthlink)	8/17/17	-\$31.95	Monthly website hosting charge
Withdraw (credit card payment to Gracie's)	8/24/17	-\$94.20	Board lunch
Withdraw (credit card payment to Safeway)	8/24/17	-\$26.88	Board lunch
Withdraw (Check 134 to Cavanaugh/Habel Insurance)	9/1/17	-\$81.00	WC audit premium
Withdraw (credit card payment to AT&T)	9/5/17	-\$65.00	Monthly telephone/internet charge
Withdraw (Check 135 to CalPERS)	9/5/17	-\$1.80	Payment of late fee
Withdraw (credit card payment to Coconut's Fish Café)	9/12/17	-\$12.44	CCCLL Spring Conference meal
Withdraw (credit card payment to Earthlink)	9/17/17	-\$19.95	Monthly website hosting charge
Withdraw (credit card payment to Lawdable Press)	9/21/17	-\$85.80	Purchase of Litigation By The Numbers
Withdraw (credit card payment to Safeway)	9/28/17	-\$22.55	Board lunch
Withdraw (credit card payment to Gracie's)	9/28/17	-\$95.74	Board lunch
Withdraw (credit card payment to AT&T)	10/5/17	-\$65.00	Monthly telephone/internet charge
Withdraw (Check 136 to Caroline Bracco)	10/5/17	-\$360.79	CCCLL Spring Conference lodging/meals/mileage
Service Charge	9/8/17	-\$23.41	
Withdraw (Check 137 to CalPERS)	10/17/17	-\$0.01	Payment of late fee / 100000014951557
Withdraw (Check 138 to CalPERS)	10/17/17	-\$10.81	Payment of late fee / 100000015022882
Withdraw (Check 139 to SydneyPLUS)	10/18/17	-\$2,400.00	Payment for catalog record export
Withdraw (credit card payment to Earthlink)	10/17/17	-\$19.95	Monthly website hosting charge
Withdraw (credit card payment to AT&T)	11/2/17	-\$65.00	Monthly telephone/internet charge
Deposit	11/2/17	\$2,400.00	
Withdraw (Check 140 to Andrew Gurthet)	11/7/17	-\$32.71	Zipcar to SMBCA Community Law Night
Service Charge	10/11/17	-\$22.73	

Withdraw (credit card payment to Earthlink)	11/17/17	-\$19.95	Monthly website hosting charge
Withdraw (credit card payment to AT&T)	12/4/17	-\$65.00	Monthly telephone/internet charge
Withdraw (credit card payment to Safeway)	12/7/17	-\$24.75	Board lunch
Withdraw (credit card payment to Noah's Bagels)	12/7/17	-\$3.40	Board lunch
Service Charge	11/8/17	-\$23.31	
Withdraw (credit card payment to AT&T)	12/29/17	-\$53.34	Monthly telephone/internet charge
Withdraw (credit card payment to Earthlink)	12/17/17	-\$19.95	Monthly website hosting charge
Service Charge	12/8/17	-\$24.75	
Withdraw (credit card payment to Earthlink)	1/17/18	-\$19.95	Monthly website hosting charge
Withdraw (Check 140 to CalChambers)	1/23/18	-\$37.01	Purchase of Cal. Labor Law poster
Deposit	1/31/18	\$920.00	
Withdraw (Check 142 to ALM)	1/31/18	-\$177.41	Index Jan/June 2017
Withdraw (Check 143 to CCCLL)	1/31/18	-\$740.00	2018 annual membership dues
Withdraw (credit card payment to Gracie's)	1/25/18	-\$81.08	Board lunch
Withdraw (credit card payment to AT&T)	2/15/18	-\$55.00	Monthly telephone/internet charge
Withdraw (credit card payment to Stampmaker.com)	1/26/18	\$20.45	Rubber "24 circulation" stamp
Withdraw (credit card payment to AALL)	2/5/18	\$699.00	2018 Leadership Academy registration
Withdraw (credit card payment to The Library Store)	2/8/18	\$47.58	Printable spine labels for books
Withdraw (credit card payment to Safeway)	2/22/18	\$53.26	Board Lunch (soda, cookies, chips)
Withdraw (credit card payment to Gracie's)	2/22/18	\$77.05	Board Lunch
Deposit	2/27/18	\$477.00	Misc. inhouse income (photocopier, overdue, conference)
Service Charge	(January)	\$22.57	CitiBank Charge for service

**TOTAL: \$4,874.84**



## Part-time Assistance Proposed Hours and Rates

- Michael Collins: Saturdays (12pm-4pm) @ \$20 an hour = \$80 x 50 weeks (year) Cost of \$4000.

Covered by Foundation for 2018

- Larry Blake: Tuesday (5pm-8pm) @ \$23 an hour = \$69 x 50 weeks (year) Cost of \$3,450.

4<sup>th</sup> Wednesday (5pm-8pm) @ \$23 an hour = \$69 x 12 weeks (year) Cost of \$828

subtotal: \$4,278.

- Daytime flexible hours 20 up to 35 hours a week @ \$20 = \$400-\$700 x 52 = \$20,800-\$36,400

Total annual cost to Law Library : \$25,078-\$40,678.00



# County of San Mateo

Inter-Departmental Correspondence

APPROVED BY  
BOARD OF SUPERVISORS

FEB 27 2018

CLERK OF BOARD  
BY: *[Signature]* DEPUTY

Department: BOARD OF SUPERVISORS  
DISTRICT 1  
File #: 18-143

Board Meeting Date: 2/27/2018

Special Notice / Hearing: None  
Vote Required: Majority

To: Honorable Board of Supervisors  
From: Supervisor Dave Pine  
Subject: Reappointments to the Law Library Board of Trustees

**RECOMMENDATION:**

Recommendation for the reappointments of Supervisor Carole Groom and Jacquelyn Brown to the Law Library Board of Trustees, representing Board Trustee members, for a term ending December 31, 2018.

**BACKGROUND:**

The Law Library was created to provide access to legal materials to all persons interested in the law. The Board is made up of seven members. Five members are appointed by the Superior Court and the Board of Supervisors appoints two members.

**DISCUSSION:**

Approval of these reappointments contribute to the 2025 Shared Vision statement of a Collaborative Community. Our diverse population works well together to build strong communities, effective government and a prosperous economy, civic engagement - including voting, public service, charitable giving, volunteerism, and participation in public discussions of important issues - is uniformly high among the diverse population of San Mateo County.

**FISCAL IMPACT:**

None.

MAR 06 2018

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**Antonella Conventini Summary**

**Account Balance:** \$0.00

Spring 2018

<b>Detail Code</b>	<b>Description</b>	<b>Charge</b>	<b>Payment</b>	<b>Balance</b>
BID3	Book-Inclusive Digital Acc-CAN	\$89.00		\$0.00
EF03	Enrollment Fee Canada	\$460.00		\$0.00
H303	Health Service Fee-Canada Fd 3	\$20.00		\$0.00
RF03	Stdnt Representation Fee Canad	\$1.00		\$0.00
ST03	Student Body Fee - Canada	\$15.00		\$0.00
	LEGL 672 Manual	\$8.65		
	Calculator rental	\$35.00		
<b>Term Charges:</b>		\$628.65		
<b>Term Credits and Payments:</b>			\$628.65	

## INTERDISCIPLINARY STUDIES: LEADERSHIP STUDIES

Exceptional value and personalized support

Earning a Bachelor of Arts degree from Humboldt State University can help you realize your professional goals. With career-relevant coursework and personalized support from faculty, you will develop foundational leadership skills that are critical for your success in public, private and nonprofit sectors.

By completing the Leadership Studies program, you will:

- gain valuable leadership knowledge, insights and skills.
- build important relationships with other developing leaders.
- develop and begin to implement a rewarding career plan.

### FEES

**Fee per unit     \$299**

Cost per 3-unit course     \$897

Cost for 10 Leadership courses     \$8,970

**Total cost for needed 50 units: \$14,950 (Transferred 70 units)**

**\* Additional fees for registration, books and materials not included: \$3000**

**2-3 units a semester: \$2000-\$3000**

**Total Estimated Cost for BA: \$18,000**

**Total saved on Antonella's monthly medical insurance premium from March to December 2018:  
\$20,015.6 (\$2001.56 per month)**