

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

Date: March 22, 2018

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

Members in attendance:

Trustee:	STEVE SHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	CAROL GROOM
Trustee:	JOSEPH SCOTT
Trustee:	ROBERT FOILES

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. REGULAR SESSION

The meeting convened at 12:10 pm in Regular Session.

- a. Approval of minutes for December 7, 2017 meeting. Motion to approve minutes with amended seconded motion by 'Shaiman' to read 'Swope'. Seconded by Groom. Unanimous approval.
- b. Acceptance of report of expenses for period 9 (March) of FY 2017-2018. Currently under projected budget for year. Full accounting report still being reviewed. Approval of final report will carry over to April meeting. Scott made motion to postpone approval. Seconded by Groom. Unanimous approval.
- c. Discussion and information updates & policy decisions: Further discussion of Antonella Conventini's school reimbursement toward her BA. Review of cost versus savings from waiving of medical coverage. Reimbursement up to \$18,000 with 18 month commitment after graduation. Shaiman made motion, Swope seconded. Unanimous passage. Resolution of restoration of Tuesday evening hours with Larry Blake to work with a \$4 raise. Shaiman made motion to approve. Seconded by Foiles. Unanimous approval. Discussion of daytime parttime positions and proposed work hours and cost to library. 30-35 hours a week proposed. Scott made motion to approve. Shaiman seconded, unanimous vote to approve part time hours. Recommendation by Swope to move Fundraising efforts for foundation to May rather than January. All trustees have Form 700 by electronic filing completed. Outstanding issue with Groom. Reappointments to trustee status for Brown and Groom confirmed.
- d. No report from the Bar Association.
- e. No public comment.

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

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