

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

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Date: March 28, 2024

Meeting Location: CRIMINAL JUSTICE TRAINING ROOM  
400 County Center, Redwood City, CA  
And by Zoom Meeting ID 233 094 3330

Members in attendance:

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

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION – Director Bracco asked to step outside

2. REGULAR SESSION

The meeting convened at 12:40 pm in Regular Session joined by Caroline Bracco and Martin Fox

- a. Report on closed session. Board approved a leave for Director Bracco of no more than 60 days at 60% of salary or no more than \$10,400. Board recommends creating a policy that extended leaves require employees to be full-time and have been working for library more than 10 years and not to exceed 60% of salary and 2 months leave.
- b. Appointment of new board of trustees member. Court has appointed Judge Sharon Cho to replace Judge Foiles with 20 years with the courts and district attorneys office. The board of supervisors has appointed supervisor David Canepa to replace supervisor Slocum. Request to move these appointments into record by Bracco. So moved by Wilkins, second by Swope. Approval by Schaiman, Novak and Cho, remote by Brown.
- c. Approval of minutes of January 25 meeting. Swope made motion to approve, Wilkins seconded. Approval by Novak, Schaiman and remote approval by Brown. Abstention by Cho. January Minutes moved into record.
- d. Acceptance of reports of expenses for Period 7 (January) and Period 8 (February) FY2023-24. Confirmed Period 6 higher due to influx of money from state for the drop in small claims filing fees due to fee waivers. Period 7, 8 expenses slightly higher because of payment to county counsel, insurance and annual renewal for Matthew Bender print titles. Income was high in January due to annual interest. Motion to approve Period 7,8 by Schaiman. Second by Wilkins. Unanimous approval. Reports of expenses moved into record.
- e. Discussion and information updates & policy decisions:
  - Form 700 due April 1. According to EzFile sight, we are missing Brown, Novak and Slocum. Assuming office filings also due. Judge Cho has completed.

- New notary Lisa Janny working in law library on Tuesday afternoons from noon to three. Wilkins suggests advertising in HereSay as a benefit for attorneys. Not paid currently but if there is interest would like to budget for her in new year. Board recommends posting on website and advertng in courthouse.
  - Community Law Night and Consumer Law Clinic in demand. Divorce 101 continuing in May.
- f. Bar Association report:
- Yvonne Seeley doing well in leadership position. Barristers Meet & Greet went well. Strategizing for lawsuit against private defenders.
- g. Public comments: Marty Fox made public comment regarding CalPERS going through 6<sup>th</sup> CIO and only being funded at 70%. CalPERS restructuring needed.
3. ADJOURNMENT  
Swope made motion adjourn. Seconded by Wilkins. Unanimous approval. Meeting adjourned.

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