

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

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Date: May 23, 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:	V. RAYMOND SWOPE
Trustee:	PAUL WILKINS
Trustee:	LISA A. NOVAK
Trustee:	SHARON CHO
Trustee:	DAVID CANEPA
Trustee:	STEVE SCHAIMAN (remote)

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION – No closed session

2. REGULAR SESSION

The meeting convened at 12:20 pm in Regular Session joined by Martin Fox

- a. No report on closed session
- b. Welcome of new board of trustees member Supervisor David Canepa. Board has already approved and appointed Supervisor Canepa to replace Warren Slocum.
- c. Approval of minutes of March 28 meeting. Novak made motion to approve, Wilkins seconded. Approval by Cho, Swope, and Schaiman and remote approval by Brown. Abstention by Canepa. March minutes moved into record.
- d. Acceptance of reports of expenses for Period 9 (March) FY2023-24. No questions. Motion to approve Period 9 by Swope. Second by Novak. Unanimous approval. Reports of expenses moved into record.
- e. Discussion and information updates & policy decisions:
  - Presented updated proposed budget for FY 2024-25, including raise for Antonella to \$38.50 or \$78,500 whichever is less. Includes summer intern and potential hire of full-time librarian. Discussion. Wilkins made motion to approve FY24-25 Budget with director's recommended salary adjustments per Novak's suggestion and second. Swope, Canepa, Cho, Shaiman aye. Budget moved into record.
  - Intern Brittany finished masters, but not going to pursue FT at Law Library. New summer intern, Isabel Krehnke will be working in law library on Mondays and Friday afternoons from eleven to three during Summer. Not paid currently but if there is interest would like to budget for her in new fiscal year. Board recommends and approves paid internship.
  - Issues of succession planning and long-term employees. Speaking with Recruitment companies to find a full-time candidate. Recommends budget for

ZipRecruiter campaign of \$789 for two months. Approved for up to \$2,000 for full-time librarian recruitment.

- Working with Hoge Fenton law firm junior attorneys to coordinate a Lawyers in the Library Day. They will fulfill some pro bono requirements and law library will be able to offer face to face appointments Saturday June 22. Number of attorneys and their areas of expertise is TBD.
- Council of California County Law Libraries and meeting with legislators Papan and Becker regarding move of law library.

f. Bar Association report:

- Paul Wilkins offered to reach out to sections if certain areas of law need extra coverage.

g. Public comments: Marty Fox made public comment regarding Behavioral Health and Recovery Senate Bill 43. Drew attention to the roll out of Care Court in July and intake petitions forthcoming. Thinks Care Court will be a regional approach rather than determined county by county.

3. ADJOURNMENT

Swope made motion adjourn. Seconded by Wilkins. Unanimous approval. Meeting adjourned.

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