

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

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Date: September 26, 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:	DAVID CANEPA

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION convened at 12:15

2. REGULAR SESSION

The meeting convened at 12:25 pm in Regular Session joined by Martin Fox

- a. Report on closed Session-Future meetings of law library Board of Trustees to be held in Law Library at 710 Hamilton in Conference Room
- b. Approval of minutes of July 25 meeting. Errors regarding Judge Novak who was not present. Motion made by Wilkins to approve minutes with corrections to references to Judge Novak. Seconded by Schaiman. Approval by Canepa. Abstention by Judge Swope. July minutes with corrections approved and moved into record.
- c. Acceptance of reports of expenses for Period 1 (July) FY2024-25. Expenses include County counsel and zip recruiter services, but received year end interest payment. Motion to approve Period 1 by Novak. Second by Canepa. Approval by Swope, Wilkins, Schaiman. Reports of expenses moved into record.
- d. Discussion and information updates & policy decisions:
  - ZipRecruiter campaign produced excellent candidates. Job offer letter to be sent to Shawn Chaves to be paid \$74,000 annual for Library I position. Schaiman made motion to offer position with recommended including offer to pay CalTrain from SF to RWC. Second by Wilkins. Approval by Canepa, Swope and Novak.
  - Data being collected for annual report
  - Insurances renewing but mistake in payroll reporting
  - WestLaw LMA contract renewal
- e. Bar Association report:
  - 2 new board members Eric Gove and Gabby Geraib
  - Evaluations of directors
- f. Public comments: Marty Fox made public comment regarding interest rates and a plans for the northern part of the county. Recommended to reopen north branch law library at

South San Francisco Courthouse or new health center. Discussion of history of northern branch law library as well as possible move of Traffic Court and limitations of South San Francisco courthouse. No trials held in north county. Decision to bring in a retired judge Gilbert Brown to assist. Bracco to look into updating Nolo materials at northern branch and costs for another seat/terminal with WestLaw or LexisNexis at northern branch. Law Library investment fund recommended to pay.

3. ADJOURNMENT

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

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