

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

Date: January 23, 2025

Meeting Location: SAN MATEO COUNTY LAW LIBRARY
710 Hamilton, Redwood City, CA
And by Zoom Meeting ID 233 094 3330

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	SHARON CHO
Trustee:	LISA A. NOVAK
Secretary-Librarian, Ex-officio:	CAROLINE BRACCO

1. CLOSED SESSION convened at 12:20

2. REGULAR SESSION

The meeting convened at 12:50 pm in Regular Session joined by Martin Fox

- a. Report on closed Session-Issue with CalPERS and county payroll deductions.
- b. Approval of minutes of November 16 meeting. Motion made by Cho to approve minutes. Seconded by Novak. Approval by Schaiman. Abstention by Swope. November minutes approved and moved into record.
- c. Acceptance of reports of expenses for Period 3 (September) Period 4 (October) and Period 5 (November) FY2024-25. Question from Novak regarding Insurance listed as "Maguire". Bracco to report back on the error in listing, but could confirm it was for insurance for the library Motion to approve Period 3-5 by Novak. Second by Swope. Approval vote by Cho, Schaiman. Reports of expenses moved into record.
- d. Discussion and information updates & policy decisions:
 - Reappointments of President, Steve Schaiman, Vice-President, Paul Wilkins. Board of Supervisor appointment renewals Canepa and Brown. Swope retiring on books until August. Bracco to write email to presiding judge asking for appointment.
 - XSpouse as replacement of Dissomaster quoted at \$399 per year for up to 5 users. We may qualify for the free version. Already installed on public computers.
 - Family Law Facilitator discussion on renewing MOU for use of North County space. Possible monthly clinic focusing on Case Management Conferences. Working on Case Management guide to free up slots for Consumer Debt Clinic
 - BALA to provide short training on Case Management Statements, etc.
 - Calendaring for BOT 2025 meetings. Meet on Nov 20 rather than the Nov 13th
- e. Bar Association report:
No report

- f. Public comments: Marty Fox made public comment thanking all for service to law library. That help is much appreciated and board can be proud to be associated with Law Library. Programs in North County to be appreciated as this may be the future of the law library's patron population.

3. ADJOURNMENT

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

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