

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

---

Date: August 21, 2025

Meeting Location: SAN MATEO COUNTY BAR ASSOCIATION BOARD ROOM  
330 Bradford, 2<sup>nd</sup> floor, Redwood City, CA  
And by Zoom Meeting ID 233 094 3330

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	MICHAEL WENDLER
Trustee:	SHARON CHO
Trustee:	LISA A. NOVAK
Trustee:	PAUL WILKINS

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION convened at 12:16

2. REGULAR SESSION

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

- a. Report on closed Session-No report.
- b. Approval of minutes of May 22 meeting. with "Wendler". Motion made by Novak. Seconded by Schaiman. Ayes from Wilkins, Wendler and Cho. Wilkins abstained. May minutes approved and moved into record.
- c. Acceptance of reports of expenses for Period 10 (April), Period 11 (May), Period 12 (June) FY2024-25. Motion to accept by Novak. Second by Wilkins. Cho, Wendler, Schaiman said aye. Motion passed and report of expenses moved into record.
- d. Discussion and information updates & policy decisions:
  - a. Amendments to 2025-26 Budget
    - i. Proposed Cuts to electronic materials:
      - Thomson Reuters WestLaw Next Federal Cut from \$1713 to \$1135 total savings of \$6,942.24 per year we have federal materials with Lexis
      - CEBOOnLaw cancel but keep essential forms from \$5,307 to \$1,014 savings of \$4,293 per year
      - Cut Saturday Hours for one year. Annual savings of approximately \$9,400 and less liability. Costs not justified by usage stats. Employees are not dependent on this job for main income source. Proposal to approach the foundation for the extra funding to restore hours in the future.
      - Cut Notary Services \$2,500 per year

Motion made to approve all cuts by Wilkins. Seconded by Schaiman. Unanimous approval.

- b. Hartford Audit update
  - i. Workers comp renewal. Funds returned from improper adjustment applied to this years policy.
- c. Technology
  - i. AT&T fiber install completed
  - ii. PC upgrades and licenses for Windows 11 recommended
- d. Payroll
  - i. Social Security deductions Extra Help employee. Empower is the county's OBRA option that fulfills the 218 agreements regarding retirement accounts. As such, law library will cease payments to social security for EH employees
- e. Grants and state funding
  - i. Request for Proposal submitted for Community Dispute Resolution Programs under the DERPA funding. Grant to provide mediation services for existing family law cases that meet criteria to prepare for status and settlement conferences. Contract with the courts and Kevin Cunningham. Library will receive funding of approximately \$40,000 per year.
  - ii.
- e. Bar Association report:
  - Executive director, Deborah Kemper will retire. Large party at the end of the year in the planning stages.
- f. Public comments: Marty Fox made public comment on Family Justice Center in South City being a potential duplication of services. No Qualified investment advisor at CalPERS Brought up next budget cycle and questioned the reserves associated with CalPERS.

3. ADJOURNMENT

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

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