

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Board of Supervisors

BOARD AGENDA # *A-3k

Urgent Routine

AGENDA DATE December 22, 2009

CEO Concur with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval of Reappointment of John P. Doering, Bruce Ramsey and Jeffrey Olson to the Law Library Board of Trustees

STAFF RECOMMENDATIONS:

Reappoint John P. Doering, Bruce Ramsey and Jeffrey Olson to the Law Library Board of Trustees to one year terms ending on December 31, 2010.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BOARD ACTION AS FOLLOWS:

No. 2009-846

On motion of Supervisor Chiesa, Seconded by Supervisor Grover

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Grover, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

STANISLAUS COUNTY LAW LIBRARY

1101 13th Street Modesto, CA 95354-0907
209.558.7759 FAX 209.558.8284

Bruce E. Ramsey, President Honorable Marie S. Silveira Secretary Janice K. Milliken, Law Librarian

December 2, 2009

MINUTES OF THE MEETING OF THE STANISLAUS COUNTY LAW LIBRARY BOARD OF TRUSTEES

MEMBERS PRESENT: The Honorable Judge Hurl W. Johnson
 The Honorable Judge Susan D. Siefkin
 The Honorable Judge Marie S. Silveira, Secretary
 The Honorable Judge John G. Whiteside
 John P. Doering, County Counsel
 Jeffrey R. Olson, S.C.B.A.

MEMBERS ABSENT: Bruce E. Ramsey, President

OTHERS PRESENT: Supervisor Jim DeMartini, District 5
 Janice K. Milliken, Law Librarian

- I. **Call to Order:** Secretary Silveira called the meeting to order at 12: 15 pm.
- II. **Reading of the Minutes:** The minutes from the October 2009 meeting were approved upon motion duly made by Olson, seconded by Doering, and unanimously carried.
- III. **Correspondence:** A letter dated October 20, 2009 from the Clerk of the Board of Supervisors was received and reviewed. December 2009 marks the expiration dates of the service terms for Jack Doering, Jeff Olson, and Bruce Ramsey. Doering and Olson indicated interest in being re-appointed to the Board of Trustees. Ramsey is currently out-of-state so was unable to speak for himself, but Secretary Silveira expressed the importance of his continuation. The Librarian will contact him upon his return.
- IV. **Financial Statement:** The September and October Monthly Financial Reports were distributed for review. The Law Librarian noted that there has been quite a fluctuation in filing fee revenue this past year. The Trustees requested the Librarian create a spreadsheet tracking Law Library filings. Some of this information can be found on the monthly reports from the AOC. She was directed to contact the Superior Court budget division for further statistics. During this

discussion, Doering urged the Trustees to adopt a legal budget to facilitate the direction for the Board. Secretary Silveira agreed. The Librarian was directed to work with the CEO's office in this regard.

V. Action Items:

- A. Extension of Percentage Employment Agreement approved unanimously through June 30, 2010 (Siefkin/Whiteside)
- B. CEB OnLAW subscription renewed for one year; if subsequent renewal costs exceed five percent (5%), the Librarian is to bring it back before the Board otherwise authority was granted to renew annually.
(Whiteside/Siefkin)
- C. Approval was unanimously granted to purchase a one year subscription to "Bender's Forms of Discovery" (Olson/Whiteside)
- D. Approval was unanimously granted to purchase two new printers. The HP LJ P4515n B/W and the HP Color LJ CP4525n were selected.
(Olson/Whiteside)
- E. Approval was granted to install 4 interior keyed door locks or deadbolts (whichever is less expensive than seven hundred ninety-four dollars and sixteen cents \$794.16. Other vendors are to be considered.
- F. The draft Collection Development Policy was unanimously adopted
(Olson/Whiteside)
- G. The Board unanimously approved closure at 12 Noon on December 24th and December 31st.

VI. Internet Service, VPN, and Domain Name: The Librarian informed the Trustees that the DSL service for internet connection will be dropped in favor of cable. The Virtual Private Network connecting the Law Library to the County will work best with the new cable service and enhance services from SBT to the Law Library. She also stated that the new domain name of "stanislauslawlibrary.org" has been registered and the web page will be hosted by a new vendor named AVID International. All of this will be at a lower cost than the existing DSL cost.

VII. Zipcode Survey: The results of the zipcode survey that was conducted October 5th – 9th were discussed. See attached. It was suggested that the survey be shared with the CEO's office.

VIII. Chapter 7 Packet: The Law Library staff collaborated with certain members of the U.S. Bankruptcy Court, Eastern District to design a packet to re-open a closed case. The packet was reviewed by the Clerk of the Court who refused "to entertain" the motion packet and cautioned the staff about the Unauthorized Practice of Law. Members of the Board encouraged the Law Librarian to check with other county law libraries regarding forms packets in their bankruptcy districts and to report back at the next meeting.

IX. Adjournment: There being no further business, upon motion duly made, seconded and unanimously carried, the meeting was adjourned by Secretary Silveira at 1:04 p.m..