

# AGENDA

## Santa Cruz County Law Library Board of Trustees

February Regular Meeting  
February 18, 2025  
Santa Cruz County Law Library, Room 070  
5:00 pm

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### 1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

### 2.0 Public Comment

### 3.0 Oral Communication

- 3.1 January Service Statistics
- 3.2 Librarian's Report

### 4.0 Consent Agenda

- 4.1 Approval of Disbursements for February
- 4.2 Approval of Minutes for January

### 5.0 Regular Agenda

- 5.1 Friends of the Library formation discussion
- 5.2 Discussion regarding change to Law Library Board of Trustees meeting requirements.

### 6.0 Future Meetings

- 6.1 March 18, 2025

### 7.0 Adjourn

#### Notice to the public:

The public has the right to comment on any item listed on the regular meeting agenda before or during the consideration of that item. When a member of the public raises an issue, which has not yet come before the board, the item may be discussed but no action may be taken at the meeting.

The meeting facilities are accessible to persons with disabilities. Requests for interpretive services, assistive listening devices or other considerations may be made through the Santa Cruz County Law Library either in person at the address above or by phone at (831) 420-2205.

Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours.

## February Regular Meeting 2/18/25 Agenda Item 3.1

### Agenda Item 3.1

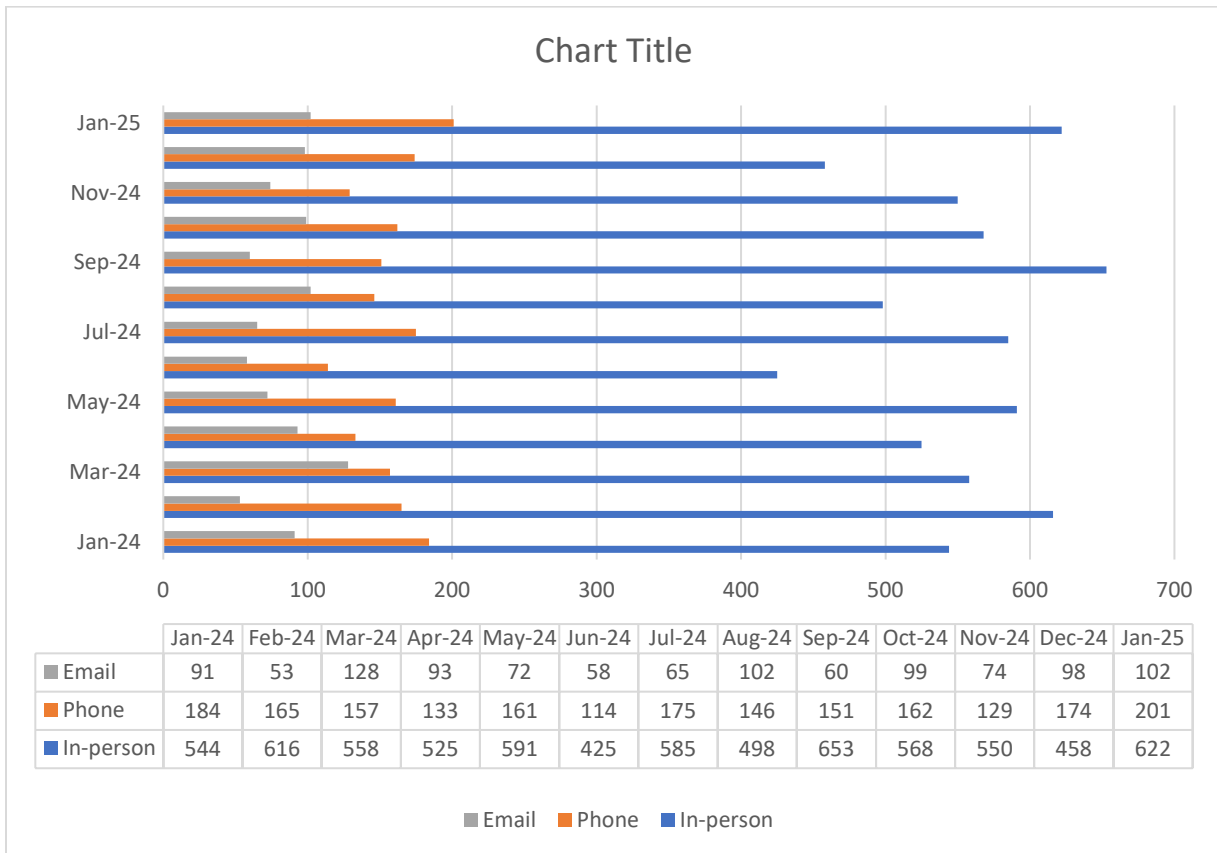
#### Service Statistics

January 2024  
(21 open days)

January 2025  
(21 open days)

In-person: 544  
Phone calls: 184  
Emails: 91

In-person: 622  
Phone calls: 201  
Emails: 102



## February Regular Meeting 2/18/25 Agenda Items 4.1

### Agenda Item 4.1

### February Disbursements

<b>Vendor</b>	<b>Invoice</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
CALPERS	17814528	02/01/2025	UAL MONTHLY	4849.92
CEB	IN00245859	02/16/2025	CA WAGE & HOUR LAW	357.09
CEB	IN00249028	01/22/2025	CA TORT DAMAGES	361.46
CRUZIO	B33987-131	02/07/2025	INTERNET	84.90
JAMES PUB	222536	01/15/2025	CA DRUNK DRIVING LAW	219.14
LEXIS	4153196F	02/01/2025	LEXIS PRINT/DIGITAL	2567.18
LEXIS	44589956	01/21/2025	CA OFF APP RPTS V 91	46.92
POINT & PAY	11381	02/12/2025	EQUIPMENT CHARGE	250.00
SHARP	9005186698	01/28/2024	COPIER MAINTANENCE	311.05
SUPERIOR COURT	166	02/01/2025	FEBRUARY REIMBURSEMENT	5000.00
WEST	851427515	02/01/2025	WESTLAW	1945.34
WEST	851355018	02/01/2025	PRINT SUBSCRIPTIONS	1071.33
			<b>TOTAL:</b>	17064.33

**AGENDA ITEM 4.2**

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES  
MINUTES REGULAR MEETING, JANUARY 21, 2025**

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**1.0 Meeting and Organization**

**1.1** Establish Quorum *Meeting called to order at 5:06 p.m. Present at the call to order: Emily DuBois, Cheryl Ferguson, Nancy Miller, Eric Nelson and Leila Sayar. Absent: John Gallagher, and Julia Hill Also, in attendance: Renee Fleming.*

**1.2** Approve Agenda: **ACTION TAKEN: Motion to approve the agenda. M/S/C Miller/Ferguson 5/0**

**2.0 Public Comment – NONE**

**3.0 Oral Communication**

**3.1** Statistics on services were provided for the months of December 2023 & December 2024.

- In December 2023 we had 469 in-person visits. We assisted 116 phone callers and had 56 email exchanges of information. In 2024 we had 458 in-person visits, 174 phone calls, and 98 email exchanges of information.

**3.2** Librarian's Report

**3.2..1** Merchant Services Update – Our credit card capabilities are live. A QR code has been generated and added to all of the invoices that go out. A payment page is on our website too.

**3.2..2** Scrabble 2025 – Our date has been set for Saturday, April 26<sup>th</sup>.

**3.2..3** Change in Business & Professions Code regarding Law Library Board of Trustees Meetings – Business & Professions Code 6304 was changed to require Boards meet quarterly instead of monthly. This item is to be put on the regular agenda at an upcoming meeting.

**4.0 Consent Agenda –**

**4.1** Approval of Disbursements for January - **ACTION TAKEN: Motion to approve consent agenda M/S/C DuBois/Sayar 5/0**

**4.2** Approval of Minutes of December Meeting **ACTION TAKEN: Motion to approve consent agenda M/S/C Sayar/DuBois 5/0**

**5.0 Regular Agenda**

**5.1** Friends of the Library formation discussion – item will be continued on next month's agenda **NO ACTION TAKEN**

**6.0 Future Meetings:**

**6.1** February 18, 2025

Adjourned 5:30 p.m.