

AGENDA

Santa Cruz County Law Library Board of Trustees

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

1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

2.0 Public Comment

3.0 Oral Communication

- 3.1 February Service Statistics
- 3.2 Librarian's Report
- 3.3 Scrabble 2025

4.0 Consent Agenda

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

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.
- 5.3 Action needed on Board of Trustees Bylaws

6.0 Future Meetings

- 6.1 APRIL 15, 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.

March Regular Meeting 3/18/25 Agenda Item 3.1

Agenda Item 3.1

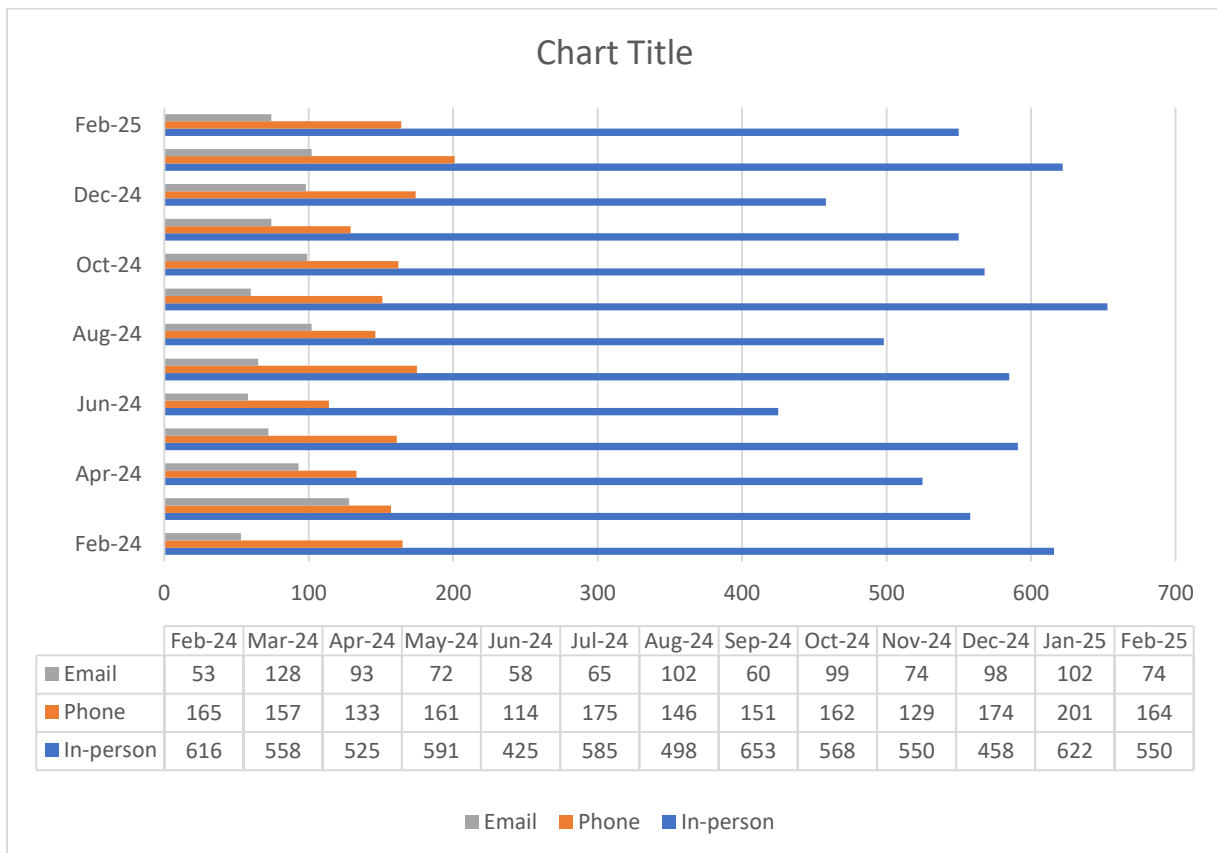
Service Statistics

February 2024
(18 open days)

February 2025
(18 open days)

In-person: 616
Phone calls: 165
Emails: 53

In-person: 550
Phone calls: 164
Emails: 74



March Regular Meeting 3/18/25 Agenda Items 4.1

Agenda Item 4.1

March Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	17844749	03/01/2025	UAL MONTHLY	4849.92
CEB	IN00175907	09/17/2025	DIVIDING PENSIONS	301.37
CEB	IN00268720	02/24/2025	DEBT COLLECTION	422.64
CEB	IN00269283	02/25/2025	CA TORT GUIDE	343.98
CEB	IN00269961	02/26/2025	JEFFERSONS EVID BB	491.47
CEB	IN00270752	02/27/2025	CA REAL PROP TRANS	512.22
CEB	IN00272099	02/28/2025	CA GOVT TORT	433.56
CEB	IN00272488	02/28/2025	ADV. CA PARTNERSHIPS	466.34
CEB	IN00275600	03/05/2025	MORTAGAGES, DEEDS OF TRUST	488.19
CCCLL	2025-40	02/20/2025	CCCLL DUES	420.00
CRUZIO	B33987-131	02/07/2025	INTERNET	84.90
INGRAM	86877759	02/28/2025	SOCIAL SECURITY	25.74
JAMES PUB	222536	01/15/2025	CA DRUNK DRIVING LAW	219.14
LEXIS	4153196H	03/01/2025	LEXIS PRINT/DIGITAL	2567.18
LEXIS	4472649X	02/11/2025	CA OFF APP RPTS V 92	46.92
SHARP	9005229012	02/28/2025	COPIER MAINTANENCE	311.06
SUPERIOR COURT	167	03/01/2025	MARCH REIMBURSEMENT	5000.00
WEST	851569901	03/01/2025	WESTLAW	1945.34
WEST	851205934	12/31/2024	PRINT SUBSCRIPTION	982.91
WEST	851498302	02/01/2025	PRINT SUBSCRIPTIONS	1071.33
WEST	851646800	03/01/2025	PRINT SUBSCRIPTIONS	1071.33
			TOTAL:	21754.11

AGENDA ITEM 4.2

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MINUTES REGULAR MEETING, FEBRUARY 18, 2025**

1.0 Meeting and Organization

1.1 Establish Quorum *Meeting called to order at 5:03 p.m. Present at the call to order: John Gallagher, Cheryl Ferguson, Julia Hill, Nancy Miller, and Eric Nelson. Absent: Emily DuBois, and Leila Sayar. Also, in attendance: Renee Fleming.*

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

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Statistics on services were provided for the months of January 2024 & January 2025.

- In January 2024 we had 544 in-person visits. We assisted 184 phone callers and had 91 email exchanges of information. In 2025 we had 622 in-person visits, 201 phone calls, and 102 email exchanges of information.

3.2 Librarian’s Report - none

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Miller/Ferguson 5/0

4.1 Approval of Disbursements for February

4.2 Approval of Minutes of January Meeting

5.0 Regular Agenda

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

5.2 Discussion regarding change to Law Library Board of Trustees Meeting requirements – after discussion the librarian is directed to propose a list of months the BOT should be meeting. **NO ACTION TAKEN**

6.0 Future Meetings:

6.1 March 18, 2025

Adjourned 5:28 p.m.

AGENDA ITEM 5.1
Friends of the Library Formation

Below is information gathered by Trustee Julia Hill:

LAW LIBRARY – OVERVIEW OF 501(c)(3) ENTITY

- I. CREATION
 - a. Request federal EIN, form SS-4
 - b. Form 1023-EZ, plus filing fees of \$275 (2-4 weeks processing time)
 - c. Form 3500(A) – CA FTB
 - d. Articles of Incorporation (filed with CA SoS)
 - e. CA Statement of Information (CA SoS) – within 90 days of incorporation (form SI-100)
 - f. CA AG Registry of Charities – within 30 days of assets (form CT-1)
 - g. Bylaws
- II. GOVERNANCE
 - a. Board – separate from Law Library board
 - b. Need a volunteer to lead (president, chair, etc.) and handle admin tasks
 - c. Bylaws – required for tax exempt status
 - d. No public meeting/agenda requirements; no requirements that board meet more than once per year
 - e. Donations disbursed exclusively based on Friends’ bylaws/policies; MOU can be in place between Friends and Library to describe:
 - i. Library requests for financial assistance
 - ii. Friends’ prioritization of requests
 - iii. Library can accept or decline gifts
- III. REPORTING REQUIREMENTS
 - a. Annual Federal Tax Form 990
 - b. Annual CA Exempt Organization Return
 - c. Annual CA Treasurer’s Report (form CT-TR-1)
- IV. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES
 - a. Include chapters for County public libraries – Aptos, Scotts Valley, etc.
 - i. Could we be another chapter?
 - ii. Sarah Beck, Executive Director
 - b. Might be valuable to contact those smaller Friends orgs for details on governance, vendors (tax preparers, etc.), board member responsibilities

Toolkits:

Attorney General’s Guide for Charities

<https://www.oag.ca.gov/system/files/media/Guide%20for%20Charities.pdf>

Libraries Need Friends: Starting a Friends Group, 2012, Sally Gardner Reed, former Executive Director, United for Libraries

<https://acrobat.adobe.com/id/urn:aaid:sc:US:0a22479e-05a5-47d6-933c-087dc6d48e19>

Branch Friends Q and A, [https://oaklandlibrary.org/wp-](https://oaklandlibrary.org/wp-content/uploads/sites/100/2021/08/How-to-Support-Library-Friends-Groups-ATT-B.pdf)

[content/uploads/sites/100/2021/08/How-to-Support-Library-Friends-Groups-ATT-B.pdf](https://oaklandlibrary.org/wp-content/uploads/sites/100/2021/08/How-to-Support-Library-Friends-Groups-ATT-B.pdf)

AGENDA ITEM 5.2

Change to Law Library Board of Trustees Meetings:

Board of Trustees for County Law Libraries were required to meet monthly until a change in the Business and Professions Code lessened that requirement to once a quarter. At the last meeting it was requested that a list of months when the Board needs to meet be provided at this meeting. Below are items that need to be approved by the Board and the approval deadlines.

- Proposed Budget – needs to be approved by May
- Final Budget – needs to be approved by October
- Annual Report – needs to be approved by October
- Scrabble Tournament – need to set a date by January

A proposed schedule for meetings:

- February
- April – approve budget
- August – approve budget & annual report
- October
- November or December

AGENDA ITEM 5.3

Board of Trustee Bylaws

The current bylaws are out of date. The last revision was prior to 2007. Most of what is contained in the bylaws is codified in the Business and Professions Code governing County Law Libraries. Some county law libraries maintain bylaws while others do not. We have the option to revise them or revoke them.

**SANTA CRUZ COUNTY
BOARD OF LAW LIBRARY TRUSTEES**

BYLAWS

ARTICLE I – NAME

The organization shall be called “The Board of Trustees of the Santa Cruz County Law Library” existing by virtue of the provisions of Chapter 5 of the **Business and Professions Code**, sections 6300-6365, of the laws of the State of California, and exercising the powers and authority and assuming the responsibilities delegated to it under said Code.

ARTICLE II – PURPOSE

The Santa Cruz County Law Library was established by Ordinance No. 126, duly passed and adopted by the Board of Supervisors on August 3, 1896, under authority and power given and vested by an Act of the Legislature of the State of California entitled *An Act to Establish*

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Law Libraries, approved March 31, 1891 (Stats. 1891, ch. 225, p. 430). The library is free to the judiciary, to state and county officials, to members of the State Bar, and to all residents of the county, for the use of books and other publications at its facilities.

ARTICLE III – MEMBERS

- Section 1. The Judges of the Superior Court shall elect four or five of their number to serve as trustees. Any Superior Court Judge who is an ex officio or elected member may designate a resident of the county or a member of the State Bar to act for him or her as trustee.
- Section 2. The Chair of the Board of Supervisors is an ex officio trustee. The Chair may request the Board of Supervisors to appoint a member of the State Bar, any other board member, or a resident of the county to serve in the chair's place.
- Section 3. The Board of Supervisors shall appoint one other member of the State Bar to serve as trustee.
- Section 4. No more than two residents of the county may serve as law library trustees who are not Judges, members of the State Bar, or members of the Board of Supervisors.
- Section 5. All trustee appointments are made in January for a term of one year. Trustees may be reappointed to serve consecutive terms.
- Section 6. The Library Board may remove any trustee, except an *ex-officio* trustee, who fails to attend meetings regularly, which is herein defined as attendance at two-thirds of all duly-noticed meetings on an annual basis. The Library Board may fill all vacancies that from any cause to occur on the Board.

ARTICLE IV – OFFICERS

- Section 1. The officers shall be a president and vice-president elected from the appointed trustees at the January meeting of the Board; the Law Librarian shall serve as Secretary to the Board in an *ex-officio*- capacity, and is not considered a member of the Board for the purposes of these Bylaws.
- Section 2. Officers shall serve a term of one year and until their successors are duly elected.
- Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an *ex-officio* voting member of all committees, and generally perform all duties associated with that office.
- Section 4. The Vice President, in the event of the absence or disability of the President or a vacancy in that office, shall assume and perform the duties and functions of the President.

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Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

ARTICLE V – MEETINGS

Section 1. The regular meetings shall be held each month, the place, date and hour to be set by the Board.

Section 2. The annual meeting, which shall be for the purpose of the adoption of an annual report, shall be held at the time of the regular meeting in August each year. The January regular meeting shall be for the purpose of the election of officers. The May regular meeting shall be for the purpose of adopting a proposed budget for the fiscal year beginning July 1.

Section 3. The order of business for regular meetings may include, but not be limited to, the following items which may be covered in the sequence shown so far as circumstances will permit.

- a) Roll call and establishment of a quorum
- b) Approval of agenda
- c) Oral communications
- d) Disposition of minutes of the previous regular and/or special meeting
- e) Librarian's financial report
- f) Disbursements
- g) Unfinished business
- h) New business
- i) Reports and Discussion items
- j) Adjournment

Section 4. Special meetings must be called by the Secretary at the direction of the President, or at the request of three (3) members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.

Section 6. If a Board meeting fails to achieve a quorum, but the Board desires to decide an action in an emergency situation or because of a specific time requirement, then the Board may authorize the Secretary to conduct a facsimile or telephone ballot of all members who did not attend the meeting for a vote on the item. If the motion receives an affirmative vote from four (4) members, including both those at the meeting and those polled by facsimile or phone, then the item shall be considered approved, and action can be taken. Any action approved in such a manner shall be subject to a motion for review by any member at the next regularly scheduled meeting at which a quorum is present.

Section 7. All meetings shall be held in conformity with the *Ralph M. Brown Act (Open Meetings Law)*, **Government Code** sections 54950 through 54962.

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Proceedings of all meetings shall be governed by the latest edition of **Robert's Rules of Order**.

ARTICLE VI – LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the Board the appointment and specify the duties of all other employees and shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of budgeted appropriations.

ARTICLE VII – FINANCIAL MATTERS

- Section 1. The fiscal year shall be July 1 to June 30,
- Section 2. The annual budget shall be approved by the Board prior to the beginning of the fiscal year. The Board may alter the budget during the fiscal year.
- Section 3. The Law Librarian and staff shall endeavor to stay within the budget established by the Board. The Law Librarian shall report all instances when expenses go beyond the amount budgeted to the Board during the regularly scheduled financial report.
- Section 4. The Law Librarian is authorized to increase Law Library “appropriations” of any object level by not more than \$5,000 to allow payment of bills approved by the Board. (Auditor’s Office will not issue warrants if there are no appropriations available at the object level..)
- Section 5. In the event a regular Board meeting is canceled, the Law Librarian is authorized to make maintenance expenditures not greater than \$3,000 without prior Board approval. Such purchases should be ratified at the next regularly scheduled Board meeting.
- Section 6. A revolving fund account is established pursuant to Business and Professions Code section 6326 (Board Resolution 80-2, Sept. 11, 1980). All monies deposited and expended shall be reported to the Auditor before the closing of each fiscal year.
- Section 7. The following persons are authorized to act as check and warrant request signers:
- a) The Law Librarian
 - b) The Assistant Law Librarian
 - c) The President
 - d) Other Board members authorized by Board resolution

ARTICLE VIII – COMMITTEES

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- Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- Section 2. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE IX – GENERAL

- Section 1. An affirmative vote of four (4) members of the Board shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.
- Section 2. The Bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.
- Section 3. No action otherwise valid shall be rendered invalid by virtue of violation of these Bylaws.