



**Board of Trustees**

Meeting of Wednesday, May 16, 2018 • 12:15 P.M.

San Diego Law Library

1105 Front St., San Diego, CA 92101

**AGENDA**

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- 1) **Call to Order**
- 2) **Opportunity for General Public Comment**
- 3) **Minutes of Previous Meetings**
  - A. Approval of Minutes of April 18, 2018
- 4) **Financial Report**
  - A. March 2018 Financial Report
- 5) **Approval of Employee Handbook**
- 6) **Approval of the FY 2019 Budget**
- 7) **Other Reports**
  - A. Foundation Liaison Report (Judge Gill, Low)
    - (1) Future of Foundation – Joint Meeting May 23<sup>rd</sup>
    - (2) New Events: Attendance requested June 14<sup>th</sup> for North County Trailer Demo Derby
  - B. Ad Hoc Library Future Committee (Joe Matthews Consultant)
  - C. Legislative Committee
    - (1) Senate Budget Hearing April 19<sup>th</sup> and follow up
- 8) **Director's Report**
  - A. Library Update
    - (1) "What's New?" ...at the Law Library
    - (2) County Connections
  - B. Law Library Press & Praise
  - C. Outreach Activities
  - D. Facilities Maintenance Reports
  - E. Patron Compliments/Concerns
  - F. Incident Reports; Workplace Violence Protective Order TRO
  - G. Top Research Guides & Downloads Report
  - H. Social Media Report
  - I. Monthly User Snapshot
  - J. Monthly Activity Report
- 9) **Board Member Reports**
  - A. Any new business not an agenda item.
- 10) **Adjournment**

***\*\*Items with asterisks will be discussion items only\*\****

Persons wishing to make public comment at the meeting are requested to make arrangements with the Administrative Office prior to the meeting at (619) 531-4449. Persons desiring to comment on an agenda item will speak when that item comes up for discussion. An individual desiring to bring another matter to the Board's attention should be prepared to speak at the beginning of the meeting. Members of the public should limit remarks to five minutes. Materials for each agenda item, except closed session items, are available for public inspection from the San Diego Law Library Administrative Office, 1150 Front Street, San Diego, CA 92101-3904

San Diego County Public Law Library  
Board of Trustees  
San Diego Law Library  
1105 Front Street, San Diego, CA 92101  
May 16, 2018 • 12:15 p.m.

**AGENDA SUMMARY AND ACTION REQUESTED**

| NO. | ITEM  | SUMMARY  | RECOMMEND      |
|-----|---|--|----------------|
| 1.  | <b>Call to Order</b>                          |  | <b>Action.</b> |
| 2.  | <b>Opportunity for General Public Comment</b> |  | N/A            |
| 3.  | <b>Minutes of Previous Meetings</b>           | A. Approval of Minutes of April 18, 2018   | <b>Action.</b> |
| 4.  | <b>Financial Report</b>                       | A. March 2018 Financial Report   | Information.   |
| 5.  | <b>Approval of Employee Handbook</b>          | The legal content of the handbook was reviewed by County Counsel and has been approved for use.              | <b>Action.</b> |
| 6.  | <b>Approval of the FY 2019 Budget</b>         | The budget was reviewed and approved by the Budget Committee & now will be reviewed for full board approval. | <b>Action.</b> |
| 7.  | <b>Other Reports</b>                          | A. Foundation Liaison Report (Judge Gill, Low)   | Information.   |
|     |   | (1) Future of Foundation – Joint Meeting May 23rd  | Information.   |
|     |   | a. Judicial participation in fundraising   | Information.   |
|     |   | b. Ideas about how to support Foundation work  | Information.   |
|     |   | (2) New Events: attendance requested June 14th for North County trailer demo derby                           | Information.   |
|     |   | B. Ad Hoc Library Future Committee (Joe Matthews Consultant)   | Information.   |
|     |   | C. Legislative Committee   | Information.   |
|     |   | (1) Senate Budget Hearing April 19 <sup>th</sup> & follow up   | Information.   |
| 8.  | <b>Director's Report</b>                      | A. Library Update  | Information.   |
|     |   | (1) "What's New?" ...at the Law Library  | Information.   |
|     |   | (2) County Connections   | Information.   |
|     |   | B. Law Library Press & Praise  | Information.   |
|     |   | C. Outreach Activities   | Information.   |
|     |   | D. Facilities Maintenance Reports  | Information.   |
|     |   | E. Patron Compliments/ Complaints  | Information.   |
|     |   | F. Incident Reports; Workplace Violence Protective Order TRO   | Information.   |
|     |   | G. Top Research Guides & Downloads Report  | Information.   |
|     |   | H. Social Media Report   | Information.   |
|     |   | I. Monthly User Snapshot   | Information.   |
|     |   | J. Monthly Activity Report   | Information.   |
| 9.  | <b>Board Member Reports</b>                   | A. Any new business not an Agenda Item.  | Information.   |
| 10. | <b>Adjournment</b>                            |  | <b>Action.</b> |