



**Board of Trustees**

**Meeting of Wednesday, October 18, 2017 • 12:15 P.M.**

**San Diego Law Library**

**1105 Front St., San Diego, CA 92101**

**AGENDA**

---

- 1) Call to Order**
- 2) Opportunity for General Public Comment**
- 3) Minutes of Previous Meetings**
  - A. Approval of Minutes of September 20, 2017
- 4) Financial Report**
  - A. Revised June 2017 Balance Sheet
  - B. July 2017 Balance Sheet
  - C. August 2017 Financial Report
- 5) Adoption of Revised Employee Handbook**
- 6) Other Reports**
  - A. Foundation Liaison Report (Judge Gill, Low)
    - (1) Witkin Success
    - (2) Kathryn M.S. Catherwood Remarks
  - B. Legislative Committee (Adkins)
  - C. Membership Committee (Adkins)
    - (1) Letter to Board of Supervisors from Judge Berry
  - D. Futures Committee
- 7) Director's Report**
  - A. Library Update
    - (1) "What's New?" ...at the Law Library
    - (2) County Connections
    - (3) New Accounts
    - (4) "Low-tech law books won't fit in new, high-tech San Diego courthouse" - The San Diego Union-Tribune
  - B. Law Library press & praise
  - C. Outreach activities
  - D. Facilities maintenance reports
  - E. Patron compliments/ concerns
  - F. Incident reports
  - G. Top Research Guides & Downloads Report
  - H. Social Media Report
  - I. Law Library Statistics
  - J. Monthly Activity Report
- 8) Board Member Reports**
  - A. Any new business not an Agenda Item.
- 9) 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  
October 10, 2017 • 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 September 20, 2017	<b>Action.</b>
4.	<b>Financial Report</b>	A. Revised June 2017 Balance Sheet	Information.
		B. July 2017 Balance Sheet	Information.
		C. August 2017 Financial Report	Information.
5.	<b>Employee Handbook</b>	A. Adoption of Revised Employee Handbook	<b>Action.</b>
6.	<b>Other Reports</b>	A. Foundation Liaison Report (Judge Gill, Low)	Information.
		(1) Witkin Success	Information.
		(2) Kathryn M.S. Catherwood Remarks	Information.
		B. Legislative Committee (Adkins)	Information.
		C. Membership Committee (Adkins)	Information.
		(1) Letter to Board of Supervisors from Judge Berry	Information.
		D. Futures Committee	Information.
7.	<b>Director's Report</b>	A. Library Update	Information.
		(1) "What's New?" ...at the Law Library	Information.
		(2) County Connections	Information.
		(3) New Accounts	Information.
		(4) "Low-tech law books won't fit in new, high-tech San Diego courthouse" - The San Diego Union-Tribune	Information.
		B. Law Library press & praise	Information.
		C. Outreach activities	Information.
		D. Facilities maintenance reports	Information.
		E. Patron compliments/ complaints	Information.
		F. Incident reports	Information.
		G. Top Research Guides & Downloads Report	Information.
		H. Social Media Report	Information.
I. Law Library Statistics	Information.		
J. Monthly Activity Report	Information.		
8.	<b>Board Member Reports</b>	A. Any new business not an Agenda Item.	Information.
10.	<b>Adjournment</b>		<b>Action.</b>