



**Board of Trustees**

**Meeting of Wednesday, November 15, 2017 • 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 October 18, 2017
- 4) Financial Report**
  - A. September 2017 Financial Report
- 5) Discussion of Revised Employee Handbook**
- 6) Revised Borrower's Rules – Approval Requested**
- 7) Hervey Grant Solicitation**
- 8) Foundation Legal History Center**
- 9) Other Reports**
  - A. Foundation Liaison Report (Judge Gill, Low)
    - (1) Letter to Kay Catherwood & Foundation Events Committee
    - (2) Open House
    - (3) Train Event
  - B. Legislative Committee (Adkins)
    - (1) Letter
  - C. Membership Committee (Adkins)
    - (1) Board of Supervisors Agenda November 14, 2017
  - D. Futures Committee
    - (1) Possible Topic for 2018 Retreat
- 10) 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
  - G. Top Research Guides & Downloads Report
  - H. Social Media Report
  - I. Law Library Statistics
  - J. Monthly Activity Report
- 11) Board Member Reports**
  - A. Any new business not an Agenda Item.
- 12) 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  
November 15, 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 October 18, 2017	<b>Action.</b>
4.	<b>Financial Report</b>	A. September 2017 Financial Report	Information.
5.	<b>Employee Handbook</b>	A. Discussion of Revised Employee Handbook	Information.
6.	<b>Revised Borrowers' Rules</b>	A. Approval Requested	<b>Action.</b>
7.	<b>Hervey Grant Solicitation</b>	A. Hervey Grant Solicitation	Information.
8.	<b>Foundation Legal History Center</b>	A. Foundation Legal History Center	Information.
9.	<b>Other Reports</b>	A. Foundation Liaison Report (Judge Gill, Low)	Information.
		(1) Letter to Kay Catherwood & Foundation Events Committee	Information.
		(2) Open House	Information.
		(3) Train Event	Information.
		B. Legislative Committee (Adkins)	Information.
		(1) Letter	Information.
		C. Membership Committee (Adkins)	Information.
		(1) Board of Supervisors Agenda November 14, 2017	Information.
10.	<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	Information.
		G. Top Research Guides & Downloads Report	Information.
		H. Social Media Report	Information.
		I. Law Library Statistics	Information.
		J. Monthly Activity Report	Information.
11.	<b>Board Member Reports</b>	A. Any new business not an Agenda Item.	Information.
10.	<b>Adjournment</b>		<b>Action.</b>