Board of Trustees
Meeting of Wednesday, August 17, 2022 • 12:15 P.M.
San Diego Law Library
AGENDA

***VIA ZOOM ONLINE MEETING***
(alternatively by telephone)

1) Call to Order


3) Opportunity for General Public Comment & Introductions of Guest (5 Min.) [see sign-in information]

4) Minutes of Previous Meetings (2 Min.)
   A. Minutes of July 20, 2022

5) Filing Fee Update (Whelan) (5 Min.)

6) Approval of Proposed Law Library Health Care Contribution (Lhota) (10 min)

7) Other Reports (10 Min.)
   A. Foundation Liaison Report (Judge Keley, Slomanson, Sambold & Roper [Foundation Liaisons)
   B. Law Library Leadership Report (Whelan)

8) Adjournment

***THIS MEETING WILL BE CONDUCTED REMOTELY. FOR MORE INFORMATION. SEE THE NOTICE AT THE END OF THE AGENDA SUMMARY (NEXT PAGE).***

**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 zsolomon@sdlawlibrary.org. 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, 1105 Front Street, San Diego, CA 92101-3904.
## AGENDA

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### NO. ITEM

<table>
<thead>
<tr>
<th></th>
<th>SUMMARY</th>
<th>RECOMMEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Call to Order</td>
<td>Action.</td>
</tr>
<tr>
<td>2</td>
<td>Brown Act Exceptions During Public Health Crisis: Teleconferencing</td>
<td>As required under California Emergency Services Act (Gov. Code §§ 52953(e)(1), (e)(4).) The board will determine whether circumstances continue to allow remote meetings during a public health crisis.</td>
</tr>
<tr>
<td>3</td>
<td>Opportunity for General Public Comment</td>
<td>This is a public meeting; members of the public may address the Board with advance notice; time limits will be enforced to allow hearing of all agenda items; contact Admin Officer (see below).</td>
</tr>
<tr>
<td>4</td>
<td>Minutes of Previous Meetings</td>
<td>A. Approval of Minutes July 20, 2022.</td>
</tr>
<tr>
<td>5</td>
<td>Filing Fee Update</td>
<td>A. Filing Fee Update (Whelan)</td>
</tr>
<tr>
<td>7</td>
<td>Other Reports</td>
<td>A. Foundation Liaison Report <em>(Judge Kelety, Slomanson, Sambold &amp; Roper [Foundation Liaisons]</em>)</td>
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<td></td>
<td></td>
<td>B. Law Library Leadership Report (Whelan)</td>
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<tr>
<td>8</td>
<td>Adjournment</td>
<td>Action.</td>
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### IMPORTANT NOTICE:

THIS MEETING WILL BE HELD IN AN ONLINE ENVIRONMENT USING THE ZOOM APPLICATION.

**Topic:** SDL Board of Trustees Meeting
**Time:** August 17, 2022 12:15 PM Pacific Time (US and Canada)

Join Zoom Meeting
[https://us06web.zoom.us/j/88607835986](https://us06web.zoom.us/j/88607835986)
Meeting ID: 886 0783 5986

One tap mobile
+14086380968,,88607835986# US (San Jose)
+16699006833,,88607835986# US (San Jose)

For more information on attending this meeting remotely and/or speaking on an issue of concern to you, please email Zion Solomon at zsolomon@sdlawlibrary.org

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The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on
July 20, 2022 remotely in a Zoom Teleconference due to the Coronavirus Pandemic.
This virtual meeting was noticed online using Law Library media pursuant to the Governor’s relaxation
of Brown Act Open Meeting rules.

Present: The Honorable David Gill; Carla DiMare, President; The Honorable Rachel Cano, Vice President;
The Honorable Maryann D'Addezio; San Diego City Attorney Mara Elliott; The Honorable Julia Kelety;
Kimberly Howatt

Absent: Lorena Slomanson, Treasurer; The Honorable Desirée Bruce-Lyle, Secretary

Also Present: David Whelan, Director; Gina Catalano, Assistant Director of User Experience; Laurel
Moran, Assistant Director of Legal Information Management; Ana Sambold, President and Liaison from
the Law Library Foundation; Lisa Roper, Vice President and Liaison from the Law Library Foundation; Zion
Solomon, Administrative Officer

• Please note that the following minutes are written according to the agenda item order and did not
necessarily happen chronologically.

1) Call to Order

President Carla DiMare called the meeting to order at 12:15pm.

2) Brown Act Exceptions During Public Health Crisis: Teleconferencing [California Emergency Services
Act. (Gov. Code §§ 52953(e)(1), (e)(4).)]

President DiMare opened the floor to discussion on whether to continue Board meetings remotely or
begin meeting in-person. Ms. Elliot and Judge Kelety discussed the increasing numbers in San Diego
County.

Ms. Elliot moved to continue remote to the next month due to the ongoing risk to the health of
Board members and staff. Judge Kelety seconded. The vote passed unanimously.

3) Opportunity for General Public Comment

None.

4) Minutes of Previous Meeting

A. Approval of Minutes of June 15, 2022.

Judge Kelety made a motion to approve the minutes, Judge Gill seconded. Judge Cano and
Judge D’Addezio abstained. All others were in favor and the motion passed.

5) Filing Fees

A. Financials for June 2022

Mr. Whelan explained that there was no financial report for this month because staff do not yet
have access to the Chase bank account. As for the filing fees, they are exactly where we expected
them to be and should end up at $2.6 million. There was a slight decrease in filing fees the past month, yet the San Diego Law Library is still on track to meet yearly projections.

6) Conflict of Interest Resolution

One position title has changed from the 2020 resolution passed by the Board and required that the resolution be updated for the County.

Judge Kelety made the motion to approve the resolution. Judge Cano seconded the motion. All were in favor and the motion passed.

7) Other Reports

A. Foundation Liaison Report

Judge Kelety reported that Open House was well attended and successful. The Witkin’s Dinner will be hosted at Tom Ham’s. The event registration link and award winners are now published. Judge Kelety also stated the Foundation has recently made a grant to three lawyers who are Afghan refugees. A protocol for such requests is now being worked on. Ms. Sambold reported on the Witkin Awards as well and asked for support of the Board in inviting members to the event to meet the Foundation’s goal to have at least 150 attendees this year. The Foundation is in the process of finding a bookkeeper to support preparing minutes, financials, and other tasks, so the Foundation can be self-sufficient.

B. Director’s Report

Mr. Whelan reported that Open House this year was a little different than in past years and the pictures from the event have now been published online. The Law Library will be doing a debrief to understand what went well and what could be done differently. Mr. Whelan reported that he plans to have an outsourced bookkeeper lined up to support with financials. Ms. Catalano reported that the San Diego Law Library has secured a second year of funding from the State. The allocation of $1.6 million will be received in the Fall. Ms. Catalano noted that funding from filing fees is likely to decrease due to changes to filing fee waivers, however we will be receiving some funding to recover from that change in funding. There are hopes of going through the Governor’s office to advocate for law libraries throughout the State to be included in the State’s budget.

8) Adjournment

The meeting was adjourned at 12:51pm.
Filing fees are reported to the Law Library by the San Diego County Treasurer’s office using an email they receive from the California Courts. The update usually arrives approximately 40 days after the month in which the filing fees are collected (the 10th day of the month following the month the fees were collected in).

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2020-2021</th>
<th>2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$265,156</td>
<td>$208,016</td>
<td>$230,757</td>
</tr>
<tr>
<td>August</td>
<td>$265,862</td>
<td>$188,729</td>
<td>$232,885</td>
</tr>
<tr>
<td>September</td>
<td>$242,589</td>
<td>$194,732</td>
<td>229,878</td>
</tr>
<tr>
<td>October</td>
<td>$273,468</td>
<td>$235,698</td>
<td>$217,574</td>
</tr>
<tr>
<td>November</td>
<td>$224,021</td>
<td>$206,072</td>
<td>$201,588</td>
</tr>
<tr>
<td>December</td>
<td>$257,022</td>
<td>$261,504</td>
<td>$209,803</td>
</tr>
<tr>
<td>January</td>
<td>$261,888</td>
<td>$206,277</td>
<td>$195,923</td>
</tr>
<tr>
<td>February</td>
<td>$228,289</td>
<td>$207,536</td>
<td>$191,568</td>
</tr>
<tr>
<td>March</td>
<td>$152,498</td>
<td>$264,451</td>
<td>$223,902</td>
</tr>
<tr>
<td>April</td>
<td>$6,784</td>
<td>$252,086</td>
<td>$214,812</td>
</tr>
<tr>
<td>May</td>
<td>$118,215</td>
<td>$224,893</td>
<td>$219,598</td>
</tr>
<tr>
<td>June</td>
<td>$236,969</td>
<td>$239,372</td>
<td>$241,671</td>
</tr>
<tr>
<td></td>
<td>$2,532,761</td>
<td>$2,689,366</td>
<td>$2,609,959</td>
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The Law Library budgeted for $2,700,000 in filing fees for 2021-2022. This target will not be reached. The Law Library’s CFO revised this revenue target in previous reports to the Board down to $2,600,000.
Director’s Report: August 2022
Submitted by David Whelan

IT Developments
Some projects that were on hold due to the pandemic and our closure have started up. IT staff are in the middle of modernizing the pre-pandemic computers downtown. The new PCs will run a newer version of Windows as well as have newer hardware. Hardware will be received in the next 4 weeks. The entire project should be complete by the end of September.

IT is also managing a project to bring a new point-of-sale (POS) system online for the iDesk. The POS system allows iDesk staff to manage purchases of copies, copy cards, and Borrower accounts. The current software is no longer supported.

Law Library Awareness Projects
The Law Library is focused on raising awareness about its services and availability. We are initiating two projects to try to help raise awareness. One is aimed at the county broadly and one is more focused on a local, downtown audience.

We will be advertising on San Diego public transit (MTS) starting in September. The cards will be placed in buses and trolleys in South Bay and East County and will run for 2 months. We have focused our message on being available when people need us, rather than asking people to engage with the library right at the moment they see the ad.

In late September, we will have an avatar or head shot clinic downtown. This will be a free, first come, first-served activity where local residents can come into the Law Library and get a professional photo taken. We have contacted the law school career service offices and will flyer local businesses to encourage our downtown neighbors – professionals, creatives, whomever – to come over to our space.

Staff Development
Valerie Horton and Havilah Steinman-Bakken attended the American Association of Law Libraries conference in Denver. Valerie moderated and Havilah participated on a panel called You, Too, Can YouTube: Making the Case for Law Library Channels. The panel highlighted the Law Library's work during the pandemic with YouTube for our education and outreach.

The Law Library closed for the afternoon of July 29 for a State of the Law Library discussion and all-hands meeting. Staff listened to David as he gave a presentation about where the law library was, and a vision for where he thought it should go. Staff spent about 2 hours discussing current challenges and asking questions of David and their colleagues.
**Personnel Changes**

Chris Cox, the CFO has retired, effective August 1. Cheryl Weeks-Frey has retired, effective August 12. Havilah Steinman-Bakken has moved on to a law firm library. Kenia Shi has joined our UX team, bringing both her enthusiasm for libraries and bilingual (Spanish) skills that she's already been able to use on the iDesk. We have interviewed and made offers to two candidates for full-time reference librarian roles. If they accept, we'll have a full complement on the UX team.

David met with the Personnel Committee of the Board to discuss a hybrid work policy. The policy was started by Gina Catalano and Laurel Moran and was vetted by senior staff and then shared with staff for feedback. It will create a framework for staff to work with their managers to create hybrid, flexible work schedules.

**Finance Activity**

Chris's retirement has meant making some changes to our financial processes. I have engaged an accountant to begin a cleanup and review of our financials. This will include a reconciliation back to February and will position us to once again provide financial reports to the Board. We will also be looking at using ongoing managed accounting services. Lorena Slomanson was a huge help in getting me access to the Law Library's bank accounts and I am, as of August 8, an account signer. I am currently transitioning the library's other accounts – County wire transfer, CalPERS, credit cards, PayPal – over. This process will include bringing more law library staff into financial affairs, to create greater resilience in case of future personnel change but also to ensure senior law library staff can see operational detail directly.

We have also engaged the Law Library's regular auditor for our annual audit, which will occur in September. The audited financials for Fiscal Year 2021-2022 will be ready for the October annual report deadline. In addition, we will use those and previous year audited financials to move to a law library commercial credit card account, rather than using personal credit cards in the Law Library's name.
Types of Educational Programs

The library currently hosts two basic types of educational programs/classes:

- 1) CLE (Continuing Legal Education) programs for attorneys, and
- 2) Non-CLE programs for the general public
Classes for the Public – Non-CLE

- Often taught by free or low-cost legal services providers*
- Designed for Non-Attorneys
- Free
- Topics are those of interest to the general public, such as landlord/tenant, family law, bankruptcy
- Topics and content are not restricted
- Non-CLE classes are less formal and not governed by State Bar rules, take less time to plan and execute than CLE, involve less paperwork and follow up

* LSP’s often teach classes to fulfill grant requirements
Classes for Attorneys - CLE

- Speakers are attorneys & library staff
- Designed for attorneys seeking CLE credit (but also attended by paralegals and general public)
- Cal. State Bar rules govern permissible content, speakers, and record keeping
- Require more staff time vs. non-CLE classes because of the additional paperwork
- Library must maintain Multiple Activity Provider Status with the State Bar to offer CLE
- $10 per one hour class, with some free CLE programs (such as “topic of the year” programs)
- 38 attorneys belong to our CLE Benefit Program
- Topics vary, and include required “specialty credits” (Ethics, Competence, Bias)
Prior to the Pandemic All Classes Were Held In-Person

- Pre-2020, all classes were held in person at the library
- Set up involved installing a laptop in the training room with preloaded slides, and providing paper handouts, surveys, and attendance certificates for CLE
- Cost $25 for CLE, free for non-CLE
- CLE paperwork kept in paper files after the class. Survey responses were scanned to the speaker along with a thank you email
Employment Law Update - MCLE

About the Program

This program will focus on hot topics and recent changes in labor and employment law. Some of the topics that will be discussed include recent changes in the law regarding:

- New employment legislation passed in 2019
- Wage and hour update
- Harassment, discrimination and retaliation
- Disability discrimination and medical leave

About the Speaker

Arlene Prater, Esq., is a founding partner of the San Diego office of Best, Best & Krieger LLP. She has more than 40 years of experience representing public and private employers in all aspects of employment and labor law. Her clients include government agencies, higher education institutions, and nonprofits. She provides advice, training and litigation representation for virtually every type of employment lawsuit involving federal and state rights and obligations of employees and employers. Arlene also advises public and private employers on all aspects of personnel management, and conducts employee and other investigations for public agencies and private businesses.

DATE & TIME
Tuesday, January 14, 2020
12:00pm to 1:00 pm

LOCATION
San Diego Law Library
Downtown Location
1105 Front Street

COST
$25

MCLE CREDIT
1 Hour General Participatory
MCLE Credit

REGISTER & MORE INFO
www.sandiegolawlibrary.org

LEGAL EDUCATION
This event is part of our legal education series
All in person events cancelled when the library closed in March 2020.

Beginning April 2020, the library began offering classes by Zoom webinar.

Zoom webinars take more staff time to plan and present, but have been very popular with patrons due to convenience.

Zoom webinars are recorded, and can be posted on YouTube (with speaker permission).

We currently use Eventbrite, Zoom and Zapier for our webinar technology but plan to switch to Microsoft Teams by 2023.
Avoiding Burnout
(Competence MCLE)

About the Program

Join us for an important discussion about the problem of burnout in the legal profession, how it can interfere with the ability to practice, and what to do about it. Topics will include:

- Avoiding Burnout
- Detecting Burnout in Others
- How Burnout Interferes with Professional Duties of Care (B&P Code, RPC)
- Stress Management (expert advice, breathing techniques, perspective)
- Finding Joy in the Work

About the Speaker

Rebecca F. Zipp is Chief Deputy City Attorney, Domestic Violence and Sex Crimes. Her unit prosecutes misdemeanor domestic violence, elder abuse, child abuse and sex crimes occurring in the City of San Diego. From 2008-2019, she served as a San Diego Deputy District Attorney where she tried 50 cases to jury verdict. She attended NYU School of Law and majored in English at the University of Pennsylvania. She is a past board member of Lawyers Club of San Diego and a recipient of the MADD Outstanding Prosecutor of the Year Award, and Lawyers Club’s C. Hugh Friedman New Lawyer Award. She has three sons, aged 11, 9, and 2.

Registrants will receive an email confirmation with the Zoom link.

REGISTER & MORE INFO
www.sandiegolawlibrary.org/calendar

DATE & TIME
Monday December 6, 2021
12:00pm to 1:00pm

LOCATION
This class will take place online via Zoom. Login information will be sent via email to all registrants.

COST
$10.00

MCLE CREDIT
1 Hour Participatory
Competence MCLE Credit
AVOIDING BURNOUT

Rebecca F. Zipp
Chief Deputy City Attorney, DV & Sex Crimes
- Mom of three boys (11, 9, and 2)
- 200 Hour YTT Certified Yoga Teacher
- Not a mental health professional
- Zero medical qualifications

SAN DIEGO COUNTY PUBLIC LAW LIBRARY
Avoiding Burnout (Competence MCLE)
436 views • Dec 6, 2021
Staff Time for Planning Classes

- **In-Person, Approx. 4-5 hours** (finding speakers, working with speaker(s) to finalize topic and description for flyer, creating flyer, obtaining slides/handouts from speaker, promotion, creating paperwork, setting up room, attending class, sending thank you and surveys to speaker)

- **Webinar, Approx. 7 hours.** Additional time is required for setting up registration page and webinar online using Eventbrite, Zoom & Zapier, emailing handouts, verifying attendance and emailing CLE attendance certificates, exporting survey results, saving documents to electronic files. Some classes also involve technology troubleshooting. Two library staff attend as host and moderator, and are more active during the class, starting and stopping the session, holding a practice session with speakers, and monitoring chat questions from attendees. (Not including approx. 1.75 hours to edit video and upload recording on YouTube).
Number of Programs

- 2018 / 2019
- 2019 / 2020
- 2020 / 2021
- 2021 / 2022

CLE Programs  Non-CLE Programs
Number of Attendees

All webinars

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<thead>
<tr>
<th>Year</th>
<th>CLE Attendance</th>
<th>Non-CLE Attendance</th>
</tr>
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<tbody>
<tr>
<td>2018 / 2019</td>
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<td>500</td>
</tr>
<tr>
<td>2021 / 2022</td>
<td>2000</td>
<td>500</td>
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CLE Subs: 27
Non-CLE Subs: 38
Revenue vs Staff Time (CLE)

- MCLE offerings average **8.75 hours** of staff time @ $36 per hour = **$315 a class**.
- Annual Revenue from 38 benefit holders x $75 is **$2850** (plus some additional income at $10 per attendee for non benefit holders)
- Self study on YouTube is free, generates no revenue
- We promise at least 25 classes a year for benefit holders at cost of $315 per class is **$7875 total cost**, not including costs for Eventbrite, Zoom, Zapier, Survey Monkey subscriptions.
- Cost of program includes **218.75 hours of staff time** that could be used for other services
What’s Next?

- MCLE Benefit program ending May 2023
- Focus will shift from CLE for attorneys to free classes for the general public
- Webinar technology will change from Zoom to Microsoft Teams in 2023
- Cameras in training room should be operational by end of 2022, allowing recording and posting of in-person classes
Questions?