



Board of Trustees
Meeting of Wednesday, October 19, 2022 • 12:15 P.M.
San Diego Law Library

AGENDA

*****VIA ZOOM ONLINE MEETING*****

(alternatively by telephone)

- (1) Call to Order
- (2) Brown Act Exceptions During Public Health Crisis: Teleconferencing [California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).)]
- (3) Opportunity for General Public Comment & Introductions of Guest (5 Min.) **(see sign-in information below)**
- (4) Minutes of Previous Meetings (2 Min.)
 - a. Minutes of August 17, 2022
- (5) Financial Report (10 Min.) (Whelan)
- (6) Other Reports (10 Min.)
 - a. Foundation Liaison Report (Judge Keley, Slomanson, Sambold & Roper [Foundation Liaisons])
 - b. Law Library Leadership Report (Whelan)
- (7) Public Employee Performance Evaluation (§ 54957) Title: Executive Director
 - a. Closed session. 6-month performance review
- (8) Adjournment

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



Board of Trustees
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San Diego Law Library

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NO.	ITEM	SUMMARY	RECOMMEND
1.	Call to Order		Action.
2.	Brown Act Exceptions During Public Health Crisis: Teleconferencing	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.	Action.
3.	Opportunity for General Public Comment	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).	N/A
4.	Minutes of Previous Meetings	Approval of Minutes from August 17, 2022.	Action.
5.	Financial Report	Update on filing fees and law library financial reports	Information.
6.	Other Reports	A. Foundation Liaison Report (<i>Judge Kelety, Slomanson, Sambold & Roper [Foundation Liaisons]</i>) B. Law Library Leadership Report (Whelan)	Information.
7.	Public Employee Performance Evaluation (§ 54957) Title: Executive Director	Closed session. 6-month performance review	Information
8.	Adjournment		Action.

IMPORTANT NOTICE:

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

Topic: SDLL Board of Trustees Meeting

Time: October 19, 2022 12:15 PM Pacific Time (US and Canada)

Persons wishing to make public comment at the meeting are requested to make arrangements with the Administrative Office prior to the meeting at zsolomon@sdllawlibrary.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



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AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/88607835986>
0783 5986

One tap mobile

+14086380968,,88607835986# US (San Jose) Meeting ID: 886
+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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Law Library Board of Trustees
Minutes of the Meeting
August 17, 2022

The Law Library Board of Trustees held a regular meeting, pursuant to the notice on August 17 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; San Diego City Attorney Mara Elliott; The Honorable Desirée Bruce-Lyle, Secretary, Kimberly Howatt Esq.

Absent: Lorena Slomanson, Treasurer; The Honorable Julia Kelety

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

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- *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. Elliott and Judge Kelety discussed the increasing numbers in San Diego County.

Judge Gill moved to continue remote to the next month due to the ongoing risk to the health of Board members and staff. Judge Bruce-Lyle seconded. The vote passed unanimously.

3) Opportunity for General Public Comment

None.

4) Minutes of Previous Meeting

A. Approval of Minutes of July 20, 2022.

Mara Elliott made a motion to approve the minutes with the edit of the correct spelling of her name. Judge Gill seconded. All were in favor and the motion passed.

5) Filing Fees

A. Financials for July 2022

Mr. Whelan explained that we have received the final court filing fees report of the fiscal year and just cleared \$2.6 million. This gives us insight on how to manage financials for the following year. Mr. Whelan reported that the Law Library has hired an accountant to review the books and provide a financial report that will give more insight. This will provide continuity for the financials of the Law Library in light of the retirement of the CFO. Mr. Whelan fielded questions



**Law Library Board of Trustees
Minutes of the Meeting
August 17, 2022**

from the board for clarification on budgeting and recovering from the pandemic. Mr. Whelan discussed preparing for the audit in September and filling staff vacancies.

6) Law Library Health Care Contribution

Mr. Lhota provided information on the Law Library’s contribution to staff health care plans. Mr. Lhota worked out a method to keep staff health care plans affordable, which will still allow the health care plans to stay within the allotted budget. Mr. Lhota fielded questions from the board about how this breakdown was calculated, allowing costs to remain affordable.

Mara Elliott made the motion to approve the resolution. Judge Gill seconded the motion. All were in favor and the motion passed.

7) Other Reports

A. Foundation Liaison Report

Lisa Roper reported on the progress of the Witkin Diner, and increased sponsorship of the event this year. The event will take place on Thursday, October 27th this year. President DiMare suggested canceling the October Board Meeting, Ms. Elliott mentioned that this may not be possible based on scheduled approvals. Mr. Whelan offered to investigate whether this would be the case, since the Board may need to approve the financial audit report before it is filed on October 15.

B. Director’s Report

Mr. Whelan reported on daily operations of the Law Library including IT developments, replacing hardware, updated payment systems, and awareness campaigns. The public transit awareness project will be coming out in September, and the design for those advertisements has just been delivered. User Experience will be able to see which users find the LawLibrary website through use of the QR code on the advertisement. Mr. Whelan also reported on the establishment of the head shot clinic for the public on September 22nd at the Downtown location. At the “State of the Law Library”, SDLL staff gathered to create a shared understanding of where the Law Library will be headed and trade ideas on how to continue progressing towards shared goals. Lisa Foster reported on types of educational programs hosted by the law library.

8) Adjournment

The meeting was adjourned at 1:12pm.

San Diego Law Library

Filing Fees Report

Prepared by David Whelan

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).

Fiscal Year Month	Actual 2022-2023	Budgeted 2022-2023	Budget Variance	Variance Multiplier*
July	\$ 212,629	\$ 218,348	\$ (5,719)	97.04%
August		\$ 228,823		101.70%
September		\$ 212,371		94.39%
October		\$ 228,448		101.53%
November		\$ 205,480		91.32%
December		\$ 226,835		100.82%
January		\$ 225,340		100.15%
February		\$ 200,973		89.32%
March		\$ 242,385		107.73%
April		\$ 228,595		101.60%
May		\$ 238,662		106.07%
June		\$ 243,740		108.33%
		\$ 2,700,000		

*percentages are rounded

The Board approved a budget that includes an anticipated \$2,700,000 in filing fees for 2022-2023. The monthly filing fee amount has tended to fluctuate significantly from the budgeted average (budgeted amount divided by 12 months). Actual filing fee income can vary as much as 10% from the budgeted average. This can make it difficult to determine whether the filing fees are meeting our budgetary expectations when they trend low or high.

The 2022-2023 budgeted monthly average is \$225,000 (\$2,700,000 divided by 12 months). A budget variance was calculated using an average of the actual variances for each month from 5 previous years (excluding the pandemic-impacted 2019-2020). The budgeted monthly average was multiplied by the monthly variance multiplier (July: \$225,000 x ~0.9704) to calculate the budgeted amount for the month (\$218,348). This may help us anticipate the highs and lows of filing fee income and flag substantial deviations from historical patterns.

Director's Report: September 2022

Submitted by David Whelan

Personnel Developments

The Law Library continues to experience staff change as we return to full, in-person service downtown. The UX team had 1 retirement in August and has now had 2 resignations. Those two librarians have moved to a law firm that was offering 100% remote work and a substantial salary increase. A second reference librarian, Deb Morse, has submitted her intent to retire at the beginning of November. Gina Catalano and Kelly Keach have been interviewing candidates to replace our departing colleagues. UX is currently operating with only half its budgeted staff count but we are looking forward to bringing them back up to a full complement in the next month.

Salary costs remain the largest part of the library's expenses. We have raised the range for starting law librarians in our recruitment efforts. We will continue to monitor salary trends, including those set by the City Public Library for their librarians. It may mean revising our salary bands in the future at the bottom end.

After the Board's approval of the health care benefit costs for this fiscal year, Ben Lhota communicated that to current and retired staff. The attached letter came from one of our retired staff, with thanks for continuing to provide these benefits. I was able to participate in a CalPERS educational event that helped me to understand the options and our participation in their pre-funding trusts. One of those impacts these health care benefits and our unfunded mandate.

Finance Developments

The outsourced accountants continue to work on our financials. I am still unable to access our County financials to provide them with reports they need to reconcile our accounts. But we are making progress and the County is working on my access and the finance staff have been responding to my requests for reports in the meantime.

I have let the auditor know that we are not ready for the audit yet. It is the auditor that the library has used in past years. She estimates that the audit will take about a month. I have also contacted the County Clerk of Audits to let him know that we will not be ready by October 15th, the statutory date for filing our annual report.

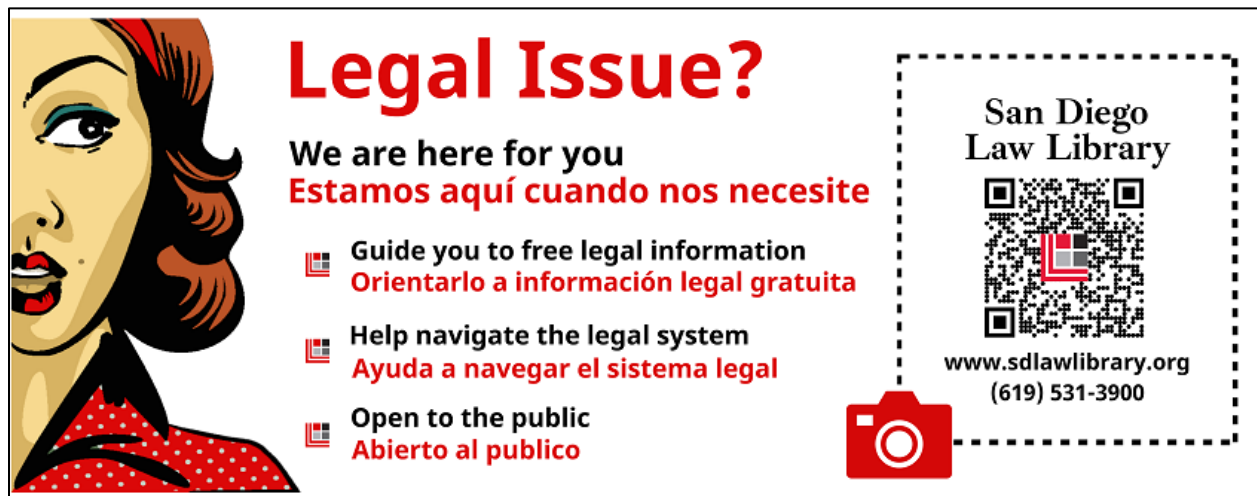
Facilities Developments

The County has completed its lighting project in the Law Library, which was coordinated by Ben Lhota. They have installed high efficiency LED lighting throughout the stacks and workspaces of the library. In the stacks, they are motion-activated so that the stacks are not fully lit unless in use. We have coordinated with County staff to ensure that the lighting activates in a way that illuminates the far end of the stacks being entered. The always-on lights are near the elevator-end of each floor, to ensure patrons know that the stacks are available for use.

Law Library Awareness Projects




The first ads have been placed in MTS trolleys and buses. We had initially attempted to find local graphic designers and illustrators to help us. Due to the project deadlines, Library staff ended up creating the advertisements for this first campaign. We will be looking for outside professionals for the next campaign, specifically graphic designers based in San Diego.

The ads were designed in two sizes, due to the requirements of the transit vehicles in which they're placed. This is the bus sign:




Legal Issue?


We are here for you
Estamos aquí cuando nos necesite

-  **Guide you to free legal information**
Orientarlo a información legal gratuita
-  **Help navigate the legal system**
Ayuda a navegar el sistema legal
-  **Open to the public**
Abierto al publico

San Diego Law Library



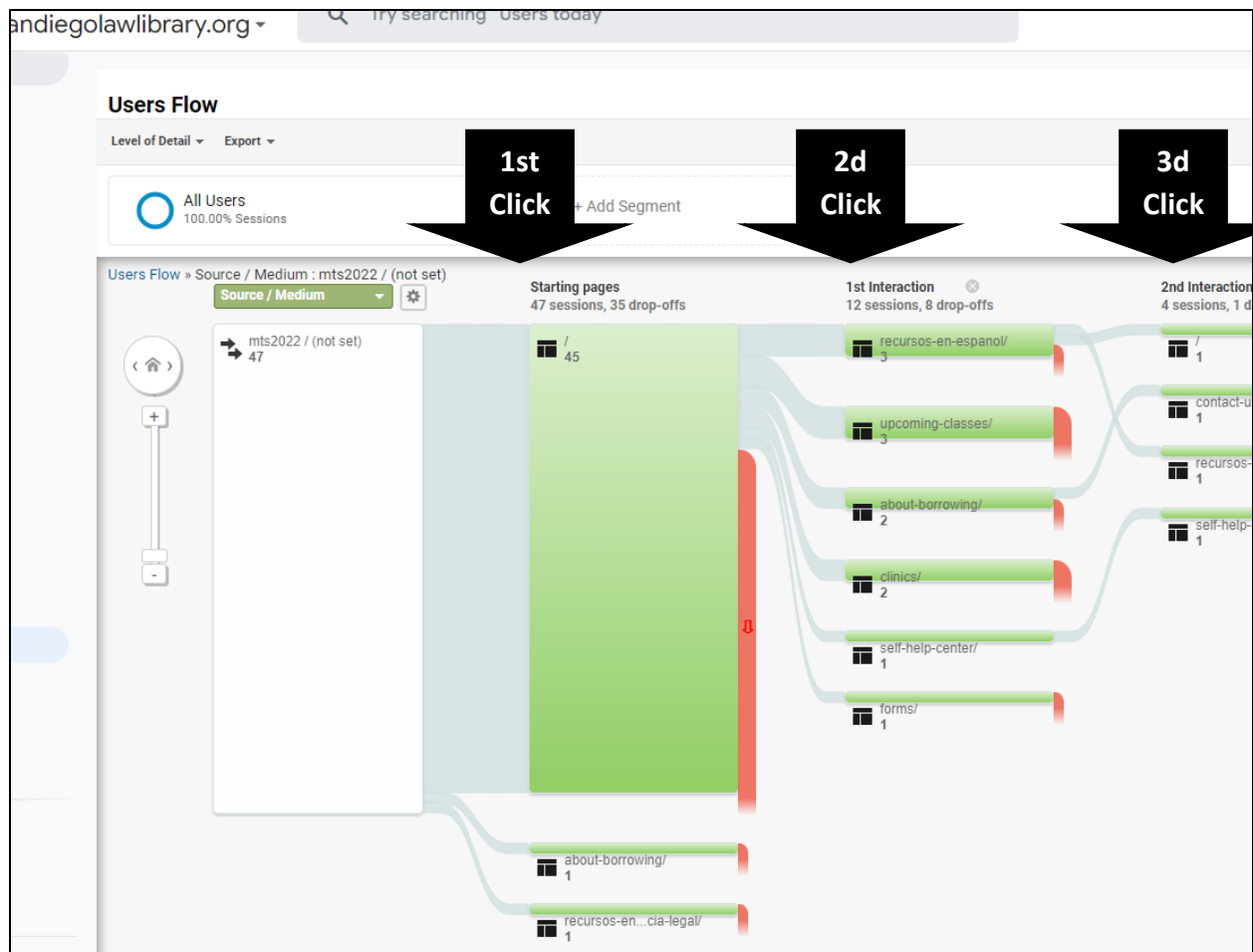
www.sdlawlibrary.org
(619) 531-3900



The general design was conceived by Valerie Horton and the translation was done by Kenia Shi, both on our UX team. We had originally not wanted an internet-accessible ad, since we do not expect it to be seen at the moment of need. But upon delivery, the Law Library's square logo confused the advertising company, who thought it was a QR code. We swapped out the logo for a QR code to avoid this confusion.

It has also given us the ability to measure some of the engagement with the advertisement. It will be hard to correlate service access by people who have seen the ad. But the QR code goes to a custom URL (https://www.sandiegolawlibrary.org/?utm_source=mts2022) that allows us to see those visitors who use the QR code separately from other visitors to our web site.

In the first two weeks of the advertisement placement, we've had nearly 50 QR code users visit the library web site. We can see some selecting Spanish-language resources and also see where they go on the web site. The image below is the User Flow chart from Google's web analytics product that we use. It shows where people entered and stopped using the web site.



We will run the ads through the end of October and then assess what differences we see in web traffic but, more importantly, in foot traffic. At that point, we may investigate running a second advertisement in the third quarter (January-February).

5102 Foster Rd
Midland MI 48642
September 1, 2022

San Diego Law Library
Board of Trustees and
President Carla DiMare, Esq.
1105 Front Street
San Diego CA 92101

This letter is to say thank you for your continued support in payment of medical insurance for your employees. Each year I wait apprehensively for the letter to arrive; this year I especially appreciated receiving it earlier than usual. Knowing that I don't have to look for replacement coverage is a wonderful relief; knowing that my budget is not taking another hit is even greater.

Thank you to you and the board, for all you do for the library's welfare and especially, thank you for your continued support of our health benefits.

Gratefully,

A handwritten signature in cursive script that reads "Colleen Buskirk".

Colleen Buskirk