

Minutes of Meeting of
1. Imperial County Law Library Board of Trustees
Meeting Date: October 7, 2014
Superior Court Conference Room, 2nd Floor

Attendance: Judge Jeffrey Jones, chairman, Tom Barrington, vice chairman, Kristine Kussman, treasurer, Jack Albertson, board member; Donna Hampton, staff.

Meeting called to order at 4:02 pm by Judge Jeffrey Jones, chairman.

1. Review and approval of minutes from September 9, 2014. Motion by Jack Albertson, second by Tom Barrington. Motion passes unanimously.
2. Law Library Fiscal year 2014-2015 -Year to Date Balance Sheet was presented: September 30, 2014 balance- \$340,885.24.

Discussion:

3. October schedule for installation of mobile aisle system, furniture and computers was reviewed by board members.
4. CEB OnLAW Patron Access contract renewal estimated at \$1,134. 00 annual fee, not monthly as discussed at September 09, 2014 meeting.
5. Appointment of Trustee by chairman to fill Board vacancy in Dec, 2014 and appointment of Law Library Board treasurer was reviewed. Discussion item for November agenda.

6. Action:

- A.** Approve change of location of Law Library Board of Trustees meetings to Imperial County Law Library, 939 W. Main St., Lower Level, El Centro, CA. Motion by Kristine Kussman, second by Jack Albertson. Vote is unanimous.
- B.** Approve November 4, 2014, 4:00 p.m. ceremony and related expenses to open new Law Library location in Lower Level for an amount not to exceed \$100.00. Motion by Kristine Kussman, second by Tom Barrington. Vote is unanimous.
- C.** Approve continuation of subscription to West's CA Judicial Council Forms through June, 2015 as part of West Patron Access/Print

Edition Discount Program. Motion by Kristine Kussman, second by Tom Barrington. Vote is unanimous.

- D.** Approve CEB OnLAW Patron Access annual contract renewal fee due December, 2014. Motion by Tom Barrington. Second by Jack Albertson. Vote is unanimous.

- E.** Approve, with modification, 2013 -2014 annual report of Law Library properties and financial status from Law Library Board of Trustees to Imperial County Board of Supervisors. Modification of report to include reference to Business & Professions Code 6349 requirements. Motion by Kristine Kussman. Second by Jack Albertson. Vote is unanimous.

- F.** Approve 2013-2014 annual report of Law Library revenue and expense from Law Library secretary/treasurer to Imperial County Board of Supervisors. Motion by Jack Albertson, second by Tom Barrington. Vote is unanimous.

Other Business:

Proposed updated rules for Law Library patrons will be reviewed at Nov. 4, 2014 meeting.

Appointment/reappointment of Trustees and naming of secretary/treasurer by board chairman to fill December, 2014 vacancy are to be placed on December agenda as an Action item.

Meeting adjourned at 4:30 p.m. by Judge Jeffrey Jones, chairman

- **Next meeting date set for November 4, 2014, 3:00 p.m. in the Imperial County Law Library, 939 W. Main St., Lower Level, El Centro, CA. 92243**