

**Minutes of Meeting of  
Imperial County Law Library Board of Trustees  
Meeting Date: September 09, 2014  
Superior Court Conference Room, 2<sup>nd</sup> Floor**

Attendance: Tom Barrington, vice chairman, Kristine Kussman, treasurer, Judge Donal Donnelly, Jack Albertson, Board Member; Donna Hampton, Staff. Judge Jeffrey Jones, chairman, arrival approximately 4:22pm.

Meeting called to order at 4:02 pm by Tom Barrington, vice chairman.

1. Review and approval of minutes from August 05, 2014. Motion by Judge Donal Donnelly, second by Kristine Kussman. Motion passes unanimously.
2. Law Library Fiscal year 2014-2015 -Year to Date Balance Sheet was presented: August 31, 2014 balance- \$338,798.37.

**Discussion:**

3. October schedule for installation of mobile aisle system, furniture and Computers was reviewed by board members.
4. WestLawNext June, 2015 contract renewal costs and patron usage statistics were discussed. Renewal to be reviewed after the Law Library is relocated in order to assess number of licenses needed.
5. CEB OnLAW Patron Access contract renewal to be placed on Law Library meeting agenda for October 7, 2014 as an action item.
6. Revenue and Expenses for the Law Library were discussed at length. Monthly revenue from filing fees has decreased since 2010. Expenses for Online contracts have increased. General consensus of the Law Library Board members present is to monitor closely the long-term revenue and expenses to maintain self-sufficiency.

**7. Action:**

- A.** Three estimates were received for the cost of moving/shelving the Law Library books from the 2<sup>nd</sup> floor to the Lower Level. Motion by Kristi Kussman, second by Judge Donnelly to accept the bid from Manpower Services in the amount of \$836.64. Vote is unanimous.

- B.** Authorization to purchase three volume subscription and updates for TRG-California Practice Guide- ADMINISTRATIVE LAW- Adjudication and Separation of Powers. Motion by Kristi Kussman, second by Judge Donal Donnelly. Vote is unanimous.

Other Business:

Tuesday, November 4, 2014 was suggested as a possible date for official opening ceremony of Law Library, Lower Level. Board of Trustees meeting may be held at 3:00pm and ceremony at 4:00pm.

Ending of terms for trustees Kristi Kussman (Nov. 2014) and Judge Donal Donnelly (Dec. 2014) were discussed. Law Library Board of Trustees Chairman Judge Jeffrey Jones to appoint successors subject to approval by Imperial County Board of Supervisors at their first meeting in January, 2015.

Discussed at length- (B&P Code: 6302) Appointments of trustees...shall be made at the first meeting of the board of supervisors after the establishment of a law library in the county, the appointees to serve until the first meeting of the board of supervisors in the succeeding January. The board shall, at any such meeting in each succeeding January, appoint such trustees to serve for the term of one year.

Previous appointment of Jack Albertson to Dec. 20, 2016, will be addressed at December 9, 2014 meeting.

Meeting adjourned at 4:41 p.m. by Vice Chairman, Tom Barrington

- **Next meeting date set for October 7, 2014, 4:00 p.m. in the 2<sup>nd</sup> floor conference room of the El Centro Courthouse.**