

Glenn County Law Library Board of Trustees Meeting

Meeting held: Willows Historic Courthouse

Conference Room

526 W. Sycamore Street, Willows, CA

Minutes of December 8, 2016

PRESENT: Trustees- Hon. Donald Cole Byrd, Superior Court of CA-County of Glenn, Hon. Peter B. Twede, Superior Court of CA-County of Glenn, Alicia Ekland, Glenn County Counsel, Supervisor Keith Corum, Glenn County Board of Supervisors.

Also present: Courtney Houle, Legal Secretary to Glenn County Counsel, Kevin Harrigan, Court Executive Officer, Superior Court of CA-County of Glenn,

1. **CALL TO ORDER:** Judge Byrd called the meeting to order at 2:02 p.m.
2. **UNSCHEDULED MATTERS:** No unscheduled matters.
3. **APPROVAL OF MINUTES:** Moved for approval by Ms. Ekland, second by Supervisor Corum, minutes approved unanimously.
4. **REGULAR AGENDA**
 - a. Adopt regular meeting time pursuant to B&P Code 6304- Group agreed after some discussion that the meetings would be held the second Tuesday of each month at 2 p.m. in the 2nd floor conference room at the historic courthouse. Motion by Judge Twede, second by Supervisor Corum, unanimous vote in favor.
 - b. Law Library Board of Trustees secretary pursuant to B&P 6307- Discussion of secretary duties discussed. Vote to elect secretary to be held at January 10th meeting.
 - c. MOU between Law Library and County or Court for administrative services- Ms. Ekland to provide draft language for MOU at January 10th meeting.
 - d. Computers, furniture, and/or other supplies- Agenda item tabled after some discussion.
 - e. Lexis Nexis subscription- Ms. Houle reported the current subscription would end November 30, 2017 and there may be additional costs if subscription ended early. Also, currently awaiting quote from Westlaw. Agenda item tabled.
 - f. Webpage for Law Library-Ms. Houle reported that there would be no charge for the County to setup a webpage to be hosted on their site. The Court will place link on Their webpage to the County's webpage for ease of use for public.
5. **REPORTS AND COMMUNICATION:** Ms. Houle presented pictures of potential workstations for Law Library Kiosk as part of building renovations in personnel department located 525 W. Sycamore Street. Approximately June 2016 further discussion of utilizing law library monies for new computer, desk, and other related costs in upgraded space will be held.
6. **ADJOURNMENT:** Adjourned at 2:30 p.m.

Submitted by:

Kevin Harrigan – Court Executive Officer
Superior Court of CA-County of Glenn