



NAPA COUNTY PUBLIC LAW LIBRARY

BOARD MEETING

May 14, 2025, Historic Courthouse - Law Library

1. Call to Order and Agenda adoption:

Trustee Halstead called the meeting to order at 12:17.

Present: Judge Solga, Anthony Halstead, Neil Bowman-Davis, Leslie Juris, Brian DeWitt, James Jones, and Nikolas Pelekis.

James Jones made a motion to adopt the agenda order. Judge Solga seconded the motion. All members voted in favor, and the motion passed.

2. Approval of February 20, 2025, Meeting Minutes:

Brian DeWitt noted that his last name is spelled with a capital "W". James Jones made a motion to approve the amended minutes from the February 20, 2025, meeting. Judge Solga seconded the motion. All members voted in favor, and the motion passed.

3. Quarterly Financial Report:

Kevin Zeigler was unable to attend the meeting. He submitted a written statement, which was shared with the Board by the President. The statement read: "The overall expense totals are accurate; however, the category breakdowns may change as we receive additional information from the County. Last quarter, multiple entries were made by both the Court and the County, which may affect the categorization."

4. Election of BOT Vice President and Secretary:

Neil Bowman-Davis made a motion to amend the agenda item from "Election of BOT Secretary" to "Election of BOT Vice President and Secretary." James Jones seconded the motion. All members voted in favor, and the motion passed. Leslie Juris was nominated for Secretary, and Neil Bowman-Davis was nominated for Vice President of the Board. The members unanimously elected Leslie Juris as Secretary and Neil Bowman-Davis as Vice President. The board also agreed that officer elections will be held as needed, rather than on a regular schedule. Judge Solga then made a motion to accept the results of the vote. James Jones seconded the motion. All members voted in favor, and the motion passed.

5. Manager's Quarterly Report:

Nikolas informed the members of the board about the progress made since the new staff was hired and began working at the Law Library. The Library is now fully staffed Monday through Friday from 9:00 a.m. to 3:00 p.m., making the Napa County Law Library one of the small county law libraries in California with the longest weekly operational hours. The staff has completed a full inventory of the collection and prepared a list of older books to offer to patrons for a suggested donation. During the inventory process, staff discovered that five books were missing. All mail and packages are now received and processed by Law Library staff. Staff members assist patrons and provide resources, and they also contact the Sonoma County Law Library for questions or topics not covered by Napa's collection or outside their area of expertise. Staff maintains records of patron usage, tracking both the number of visits and the areas of law assisted. This data helps determine which books should be prioritized for updates based on demand.

In March, staff assisted 93 patrons, and in April, 174 patrons. The main areas of law during this period were Family Law, Small Claims, Insurance, Restraining Orders, and Evictions. Staff continues to receive very positive feedback from patrons.

6. Law Library Operational Hours:

After the Manager's report, and based on the facts that the Library is now fully staffed Monday through Friday from 9:00 a.m. to 3:00 p.m., that four books have been lost, and due to concerns about the security of Library property such as the laptop, telephone, and books, the members of the board agreed that the Napa County Law Library will be open to the public Monday through Friday from 9:00 a.m. to 3:00 p.m. when staff is present. The Library will remain locked when no staff is on-site. Leslie Juris made a motion to adopt the new hours of operation. James Jones seconded the motion. All members voted in favor, and the motion passed.

7. Review/Approve new CEB contract:

Nikolas presented the terms of a new contract with CEB to the Board. The members instructed him to proceed with a 3-year contract after reviewing the Library's current CEB print titles and removing those that are infrequently used, considering that the Library has digital access to all CEB titles through CEB OnLaw. The selection of print titles should prioritize materials most useful to the public, as they are more likely to use print resources than digital ones. Judge Solga made a motion to approve the new 3-year contract with CEB. Leslie Juris seconded the motion. All members voted in favor, and the motion passed.

8. County, Court, L.L. Trustees Contract Status Update:

Anthony Halstead informed the members of the Board that Lloyd is currently reviewing the contract and will return it to County Counsel for edits and any additional updates. Once finalized, it will be submitted for Board of Supervisors approval. In the meantime, the Library continues to process contracted Law Librarian services, while the Court processes all other invoices (materials, etc.).

9. Manager's Contract Renewal:

Anthony Halstead informed the members that the Law Library Administration contract includes an auto-renewal clause for both the contract term (extending into FY 2025/26) and the compensation rate, which is aligned with the Library Associate position and includes a 3.5% Cost of Living Adjustment (COLA) effective July 1, 2025.

10. Review/Approve Law Library Policies & BOT Bylaws:

The members of the Board reviewed the Policies and the BOT Bylaws. James Jones made a motion to approve them. Leslie Juris seconded the motion. All members voted in favor, and the motion passed.

11. Any Other Business/Comments - Adjourn:

Leslie Juris made a motion to reschedule the next BOT meeting from August 13 to August 20, 2025. Anthony Halstead seconded the motion. All members voted in favor, and the motion passed. The meeting adjourned at 1:15 pm.

President Anthony Halstead

Recording Secretary Nikolaos Pelekis