



NAPA COUNTY PUBLIC LAW LIBRARY

BOARD MEETING

August 20, 2025, Historic Courthouse - Law Library

1. Call to Order and Agenda adoption:

Trustee Halstead called the meeting to order at 12:22.

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 May 14, 2025, Meeting Minutes:

James Jones made a motion to approve the minutes from the May 14, 2025, meeting. Judge Solga seconded the motion. All members voted in favor, and the motion passed.

3. Quarterly Financial Report:

Kevin Zeigler reported on the NCLL Fund status. He clarified that \$595 in donations had been included under the Civil Filing Fees category. The Board requested that donations be reported separately for more accurate tracking. Nikolas asked whether the NCLL had received the state Backfill to Fee Waivers funding (\$4,114 for FY23-24 and \$2,057 for FY24-25) and, if so, under which account it was deposited. Kevin will investigate and report back. The next Backfill to Fee Waivers check, expected in Fall 2025, should be deposited under the "one-time TC funding" account.

4. Manager's Quarterly Report:

Nikolas reported on progress since the May Board meeting. Although the Board previously decided that the Library door should remain locked when staff is not present, the lock has not yet been changed. The Court has provided minimal explanation for the delay. Judge Solga will raise the matter at the next Court Board meeting. The Library currently maintains approximately 255 titles across various topics, 102 of which were donated by the Sonoma County Law Library. Staff continues to track patron usage, recording both the number of visits and the areas of law consulted. This data is used to prioritize updates to heavily used materials. Patron assistance numbers were as follows: May: 186 patrons, June: 219 patrons, July: 220 patrons (first month tracked March 2025: 93 patrons). During the past three months, staff assisted 609 patrons in total, with 163 identified as legal professionals and 446 as members of the public. The primary areas of law during this period were Family Law, Landlord/Tenant, Real Estate/Deeds, and Evictions. Patron feedback has been consistently very positive. The Library also raised \$595 in donations.

5. "Smile" Photocopy Services:

After discussion, the Board agreed that access to justice is supported when patrons are able to make copies of Law Library materials that cannot be removed from the Library, with consideration for both cost and convenience. The Board decided not to extend the contract with "Smile" for photocopying services. Instead, the Library Manager, together with the Board President, will establish a new agreement for a copier machine that will allow electronic payments. The Manager will also provide information on setting up a bank account for the Napa County Law Library to enable electronic transactions. Anthony Halstead moved to approve the decision. Judge Solga seconded. The motion carried unanimously.

6. CCCLL Participation:

Nikolas reported on the work of the Council of California County Law Librarians (CCCLL) and their lobbying efforts with the state legislature, which have resulted in substantial one-time state funding for County Law Libraries over multiple years. Anthony Halstead noted that his participation in a CCCLL meeting was very beneficial. Nikolas further reported that, following pressure from CCCLL's efforts, the Judicial Council finalized the County Law Library share of backfill filing fees. From the \$18 million FY23 backfill fund, law libraries will receive \$937,000 statewide, with Napa's share being \$2,057, expected by the end of August/September. The Board agreed that the Napa County Law Library should join the CCCLL and pay the annual membership fee of \$150. James Jones moved to approve the decision, Brian DeWitt seconded, and the motion carried unanimously.

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

Anthony Halstead reported that Napa County Counsel, the Auditor, and the CEO's office are reviewing an updated contract submitted by the Court. Following their review, the contract will be forwarded to the Board of Supervisors for approval, with the goal of being placed on the agenda by October. In the meantime, approval of work processes by the Trustees, County, and Court allows the NCLL to remain fully staffed, purchase materials, and expand services. The Court continues to pay daily invoices from Trust funds, while the County covers staff and contractor expenses and is later reimbursed by the Trust.

8. Any Other Business/Comments - Adjourn:

The meeting adjourned at 1:25pm. The next BOT meeting will be held on November 12, 2025, at the NCLL.

President Anthony Halstead

Recording Secretary Nikolaos Pelekis