

TEHAMA COUNTY LAW LIBRARY
545 Diamond Avenue, Red Bluff, CA 96080
(530) 527-0604 x110
lawlibrary@tehamacountylibrary.org

Board of Trustees' Meeting Agenda

Date: October 14, 2024

To: Law Library Board of Trustees: Board President Odeh Hijazeen, Alessio Larrabee, Christopher R. Logan, Alicia Meyer, Andrew Plett, Michelle R. Proctor, Matthew Rogers

From: Alicia Meyer, County Librarian

Re: Law Library Board of Trustees' Meeting – October 17, 2024

The Tehama County Law Library Board of Trustees will meet at **12:00 p.m. Thursday, October 17, 2024**, at the Tehama County Library, 545 Diamond Avenue, Red Bluff, California, in the Law Library.

Accommodations: A person with a disability may contact the Law Library Clerk at (530) 527-0604 x110 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services to participate in a public meeting. Later requests will be accommodated to the extent feasible.

Call to Order

Public Comment Period: *From 12:00 to 12:10 p.m. This time is set aside for citizens to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair reserves the right to respectfully request that such persons limit their thoughts and opinions to no more than three (3) minutes.*

Agenda

1. **Approval of Minutes** - *none*
2. **Communications:** Discussion/Possible action – Review publications/emails/correspondence received since the last Board Meeting - *none*
3. **Claims Approved for Payment:** Information only – no action required
LexisNexis (subscription) - \$855.75 – approved 09/25/2024
4. **Budget Review** – *none* (County Librarian at conference)
5. **Old Business** – *on hold pending new Clerk*
 - a. Law Library Retention Schedule and Archive Policy
 - b. Patron Stats
 - c. Installation Updates
6. **New Business**
 - a. Law Library Clerk
 - Received eight applications. Will invite four to interview, with three others qualified but lacking relevant experience/education compared to top candidates. One candidate eliminated due to not following application instructions.

- Board of Trustees previously agreed to having interview panel consisting of Hijazeen, Larrabee, and Meyer. Need to set date and time for interviews. (No consensus from initial Doodle poll.)
- b. Kiosk as Alternative to Law Library Clerk
 - At September meeting, Board of Trustees requested that County Librarian look into possibility of installing a kiosk rather than hiring part-time Law Library Clerk. In progress.
- c. Annual Report

7. Other Business

Adjournment

Next Meeting: November 21, 2024.