

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

Board of Trustees' Meeting Agenda

Date: November 27, 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' Special Meeting – December 4, 2024

The Tehama County Law Library Board of Trustees will meet at **12:00 p.m. Wednesday, December 4, 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 - none
- 4. Budget Review**
- 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
 - Candidate moving through Personnel's process
 - b. Kiosk as Alternative to Law Library Clerk
 - Based on discussion with Library team, this would require a staff member to be available to help patrons navigate the databases; Library staff would need to essentially

learn Law Library Clerk position to support patrons. Kiosk cannot provide support for Law Library Board of Trustees (agendas, minutes, stats, bill payments, etc.).

c. Annual Report

- County Librarian requests Board of Trustees acceptance of FY2023-24 Annual Report so that it may be transmitted to Tehama County Board of Supervisors at next available meeting.

d. Review and adopt calendar of proposed meetings for 2025.

7. Other Business

Adjournment

Next Meeting: January 16, 2025.