



DOLLY M. KNIGHT  
Director, Law Librarian, and Secretary  
to the Board of Trustees  
E-mail: [dollym@vencolawlib.org](mailto:dollym@vencolawlib.org)

[www.vencolawlib.org](http://www.vencolawlib.org)

Ventura County Law Library  
800 South Victoria Avenue  
Ventura, California 93009  
Phone: (805) 642-8982  
Fax: (805) 642-7177

BOARD OF TRUSTEES  
Vincente E. Woodward, Esq.  
PRESIDENT

Stuart A. Comis, Esq.  
VICE-PRESIDENT

Judge William Q. Liebmann  
Robert L. Coit, Esq.  
Amber Rodriguez, Esq.  
Leroy Smith, Esq.

## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY HELD FEBRUARY 1, 2018.**

A regular meeting was held on Thursday, February 1, 2018, at 12:15 p.m. in the Law Library. Present were Board members Mr. Smith, Mr Coit, Mr. Comis, Judge Liebmann, Ms. Rodriguez, and Mr. Woodward. The meeting was called to order at 12:20 p.m..

There was no public comment.

After discussion and on motion duly seconded, it was resolved that:

Item 2, the minutes for the January 24, 2018 meeting, were approved and a copy is attached herewith;

Item 3, the job description for the position of Library Director was approved;

Item 4, the salary range for Library Director to be advertised concurrently with the position is set at \$60,000 to \$80,000;

Item 5, the board requested the Library Director advertise the position as soon as possible, widely.

Item 6, the board requested information on who would serve as interim director.

The Director reported that she is working on a procedure manual for her position as well as a draft of the 18-19 FY budget.

Mr. Woodward provided Board comments on the continued health and stability of the financial markets.

The Law Library Board agreed to meet in weekly Special Meetings to discuss the recruitment of a new Law Library Director. The next meeting was set for Wednesday, February 7, 2018, at 12:15 in the Law Library.

Dolly M. Knight  
Secretary