

KATIE DROW  
Director and Secretary to the Board of  
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Ventura County Law Library  
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Board of Trustees  
Amber Rodriguez, Esq.  
PRESIDENT  
  
Vincente E. Woodward, Esq.  
VICE-PRESIDENT  
  
Judge William Q. Liebmann  
Robert L. Coit, Esq.  
Todd Howeth, Esq.  
Leroy Smith, Esq.

## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY HELD OCTOBER 14, 2020.**

A telephonic meeting was held on Wednesday, October 14, 2020 at 12:15 p.m. Present were board members Ms. Rodriguez, Mr. Howeth, Judge Liebmann, Mr. Smith, and secretary Katie Drow. Mr. Woodward and Mr. Coit were not present. The meeting was called to order at 12:19 p.m.

There was no public comment.

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

Item 2, the minutes sheet of the regular meeting held September 9, 2020, was approved;

Item 3, the financial statement for AP 3, was approved;

Item 4, the 2019-2020 Annual Report, was approved.

Item 5, the Director updated the board on the continued closure of the Law Library and the remote services it offers to all of its patrons via phone and email. Since the public library system remains closed, so shall the Law Library. Upon reopening, the Law Library will offer appointments only for the continued safety of the staff as well as any visiting patrons. The decisions for reopening shall continue on in the same fashion and the Director will handle issues and planning as they arise.

Item 6, with three board members retiring at the end of the year, the process for nomination from the Board of Supervisors as well as the Presiding Judge was discussed. Because a majority of the authorized positions is what is needed for a quorum, the Law Library requires four board members for a quorum. The judge will ensure another judge is ready and able in January; and Mr. Smith assured the rest of the Board that the Board of Supervisors will have two nominations placed on their agenda at the beginning of 2021. Mr. Howeth offered that his successor will likely be chosen before he leaves, and this could solve our Law Library problem since this person can also replace him on our board as well. If the next board meeting is postponed until January, this should no longer be an issue.

**CLOSED SESSION**

Begins at 12:55 pm

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## RESUME OPEN SESSION

Begins at 1:06 pm

Item 8, during board comments, it was decided that in light of all the scheduling problems, both November and December meetings shall be cancelled. If in the meantime, a problem should arise, the chair can call a special meeting with 24 hour notice if need be. Any one of the board members can notify Ms. Rodriguez if anything comes up and then call a special meeting as well.

The next telephonic meeting is tentatively set for Wednesday, January 13, 2021, at 12:15. There being no further business, the meeting was adjourned at 1:09 p.m.

Katie Drow  
Secretary