

KATIE DROW  
Director and Secretary to the Board of  
Trustees  
E-mail: katie@law805.com



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

Board of Trustees  
Claudia Bautista, Esq.  
PRESIDENT

Glenn Campbell, Esq.  
VICE-PRESIDENT

Judge Ryan Wright  
Tiffany North, Esq.  
Amber Rodriguez, Esq.  
Vincente E. Woodward, Esq.

## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY HELD January 18, 2023.**

A regular teleconference meeting was held on Wednesday, January 18, 2023 at 12:15 p.m. Present were board members Mr. Woodward, Ms. North, Ms. Bautista, Ms. Rodriguez, Mr. Campbell, and Judge Wright as well as Secretary Katie Drow. The meeting was called to order at 12:15 p.m.

Item 1, after discussion and on motion duly seconded, it was resolved that due to the state of emergency as declared by the Governor and the continued recommendation of local officials to social distance, which directly impact the ability of the board to meet safely in person, remote teleconference meetings of the Board of Trustees will continue for a 30-Day Period.

Item 2, there was no public comment.

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

Item 3, the minutes sheet of the regular meeting held November 16, 2022, was approved;

Item 4, the financial statement for AP 5, was approved;

Item 5, the financial statement for AP 6, was approved;

Item 6, the 2023 Holiday Closures, was approved;

Item 7, the Election of New Officers, resulted in Claudia Bautista as President, Glenn Campbell as Vice-President, and all other members as Alternate Vice-Presidents for signing purposes.

Item 8, providing notary services, was discussed. Due to no pressing need for it currently, it shall be tabled and brought back for discussion should an urgent need arise for it. In the meantime, the staff shall keep track of the number of times notarized statements are needed in the passport program to present for the next discussion. It was also determined that the entire notary training process could be completed online during the week so staff would not have to work on a weekend to complete the notary requirements.

Item 9, the Law Library's borrowing rules, the director updated the board on allowing free remote access to non-attorneys without a \$200 cash deposit. Because of this, there is no need to update the borrowing rules.

KATIE DROW  
Director and Secretary to the Board of  
Trustees  
E-mail: katie@law805.com



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

Board of Trustees  
Claudia Bautista, Esq.  
PRESIDENT

Glenn Campbell, Esq.  
VICE-PRESIDENT

Judge Ryan Wright  
Tiffany North, Esq.  
Amber Rodriguez, Esq.  
Vincente E. Woodward, Esq.

Item 10, the director gave the board an update on the staff's response to COVID-19. Normal operations have resumed, and this topic of discussion will be removed from future agendas and added only if necessary. Also, due to the Governor ending the state of emergency on February 28<sup>th</sup>, the March board meeting will take place in the Pacific Conference Room in the courthouse.

CLOSED SESSION BEGAN at 12:38 pm.

Public Employee Performance Evaluation: Library Director

CLOSED SESSION ENDED at 12:42 pm.

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

Item 11, the pay increase to Library Director's salary, was approved at 5.5%.

Item 12, there were no board comments.

The next teleconference meeting is tentatively set for Wednesday, February 15, 2023, at 12:15. There being no further business, the regular meeting was adjourned at 12:47 p.m.

Katie Drow  
Secretary