

SAN MATEO COUNTY LAW LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF LAW LIBRARY TRUSTEES

Date: May 28, 2026

Meeting Location: SAN MATEO COUNTY LAW LIBRARY
 710 Hamilton St., Redwood City, CA
 And by Zoom Meeting ID 233 094 3330

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	PAUL WILKINS
Trustee:	SHARON CHO
Trustee:	DAVID CANEPA
Trustee:	ELAINE FRASER

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION convened at 12:20.

2. REGULAR SESSION

The meeting convened at 12:37 pm in Regular Session joined by no member of the public.

- a. Report on closed Session: Bracco explained the main issue in closed meeting is raises. Bracco has been asked for significant raises by staff. She factored in a basic Cost of Living Raise into the budget presented today, however even modest raises will put the projected expenses way above our projected income for next year. Schaiman and Bracco have been discussing ways to supplement the budget from either the Law Library's investment account or by request to the Foundation. Canepa asked how balancing is conducted and Bracco explained that with no income, the Law Library would be able to survive 2 years. Canepa asked why the County doesn't give money to the Law Library to which Schaiman responded that the Law Library only receives a percentage of filing fees. Bracco added that the Law Library actually pays the County money, for example, for payroll services, which has consistently been increasing. Canepa mentioned that the County has a 3-year agreement regarding raises while Caroline explained that for the Law Library is annually. Schaiman commented on the importance of keeping good employees. Bracco motioned to conclude closed session, second by Wilkins. Ayes from Schaiman, Canepa, Cho, Fraser.
- b. Approval of minutes of March 26 meeting. Motion to approve by Bracco, seconded by Schaiman. Ayes from Cho, Canepa, Wilkins, Fraser. Minutes approved and moved into record.
- c. Acceptance of reports of expenses for Period 8 (February), Period 9 (March), and Period 10 (April). Schaiman discussed CalPERS' issue. Motion to approve reports of expenses made by Bracco. Seconded by Schaiman. Wilkins, Cho, Canepa and Fraser aye. Reports moved into record.
- d. Updates and policy decisions:

1. Proposed budget for review and approval vote: looking at a budget of \$898,180.
2. \$898,180 or \$874,18.
3. Current filing fee income of approx. \$660,000 (\$745,000 with other income).

Averaging \$ per month	\$ 69,365.00
Total Budget 25-26projection (had Budgeted \$824,424)	\$832,382.40

Proj income for 25-26:	\$863,365.25
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This is with a \$40,000 cash injection from Foundation.

Looking at a budget of \$898,000 overbudget by more than \$1500,000 with minimal raises.

Proposal to be drawing approx. \$20,000 per year from other funds (matching Foundation and Law Library) for more significant raises to offset.

Bracco proposed cancellation of Saturdays hours since only a couple of patrons have been showing up. Fraser asked if the Saturdays employees live off those earned money. Bracco proposed that an additional cut could be the Lexis Nexis Digital Library with a saving of \$52,000. The Law Library has money in the Treasury and the Foundation, but the CalPERS issue was brought up again.

Motion to approve cut of Lexis Nexis Digital Library by Bracco, second Wilkins, Fraiser, Canepa, Cho, Schaiman. Next meeting will be on August 27.

- Judges Luncheon went well.
- HOJ Law Library Redesign (Working with Benito Ferreya, capital projects manager II with the Court. The County is starting with the archive due to current demolition on that floor. Next meeting June 30, if anyone would like to join you can be added to the DPW. Cho asked about the Law Library hours when at the Courthouse since Judges have been worried about the public being in areas of the Courthouse where they don't belong. Bracco mentioned that the Cañada College Paralegal Program use the Law Library on Saturdays.
- Fraser brought up the issue of the December 10th meeting, because the Family Law Section of SMCBA is hosting its annual holiday party luncheon that day to honor the judges, staff and Family Court Services.

3. ADJOURNMENT

Bracco made motion adjourn. Seconded by Wilkins. Ayes from Schaiman, Cho, Canepa, Fraser Meeting adjourned 13:07pm.

Respectfully submitted,
Caroline Bracco
Secretary-Librarian, Ex-officio