Regular Meeting of the
Board of Law Library Trustees
of Marin County

A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.

Tuesday, June 20, 2017 at 5:15 p.m.

Present:
Sam Ware, Jonathan Frieman, Emily Vance, Tracy Barrett, Donald Drummond, Alexandria Quam, Denise Bashline and Laurie Vaala-Olsen, Ex-Officio Secretary

Also Present: Bill Hale, Steven Schoonover

Call to Order

President Sam Ware called meeting to order at 5:29 p.m. and thereafter presided.

1. Approval of Minutes

1.1 The May 15, 2017 Minutes were reviewed by the trustees. Tracy moved for approval of the Minutes as presented. Emily seconded. Motion passed with 5 Ayes, 0 Noes, and 1 Abstention because Alexandria did not attend the May Meeting.

1.2 Discuss New Business 7.1

Sam stated that the Minutes need not be as detailed as they have been and proposed that future minutes contain just the essential data. Discussion ensued. There was general consensus that it would be sufficient to include in the Minutes a brief statement of the issue, note that there was discussion about the matter and then report the outcome, including the vote, when applicable.

2. Open Forum

Steven Schoonover expressed disappointment that the Attorney Fee Awards publication by CEB is not being updated and thinks it should be. His request will be considered at a future board meeting.

3. Financial Report

3.1 May 2017 Fiscal Report

Laurie presented the May 2017 and July 1, 2016 to May 31, 2017 Year-to-Date Fiscal Statement. The Unrestricted Fund Balance as of May 31, 2017 was $59,484.33.
There was discussion regarding the financial data in the fiscal statement and regarding using the most recent date possible prior to posting the agenda packet to report the Unrestricted Fund Balance on the fiscal statement.

3.2 Discuss New Business 7.2 - This matter was covered in item 3.1.

3.3 June 2017 Warrants

Laurie presented the June 2017 Warrants, noting that there are three pay periods in June and thus a higher than usual salary expense. Alexandria moved for approval of the warrants as presented. Emily seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

4.1 Law Library Staffing Changes

Laurie reported that Bettina gave notice that she planned to leave the Law Library at the end of June. However, she agreed to stay if her weekly hours are reduced, so Laurie is looking for another part-time law library assistant to work 10 hours per week. This change likely will affect Robert’s hours as well. A third assistant will provide sufficient coverage to accommodate vacations, sick leave and medical appointments.

4.2 County Trainings for Roll-out of Upgraded Munis Software

Laurie and Robert recently attended trainings by the County to learn how to use the June 2017 Upgraded Munis Software.

4.3 Opportunity to Promote Law Libraries at California State Fair

Laurie presented an opportunity to participate in a Council of California County Law Librarians booth at the State Fair to promote California’s County Law Libraries. The trustees were more interested in Laurie attending the County Fair to promote the Law Library.

4.4 Promotional Video About Marin County Law Library

Laurie reported that a Law Library Volunteer is creating a video to promote the Law Library. The video is being filmed by a professional cameraman.

4.5 Replacement of Law Library Computers

Laurie has received two written quotes and one verbal quote for replacement of the Law Library computers. The price quotes were in the same ballpark at around $10,000 plus or minus. Jonathan is proceeding with creation of a 501(c)(3) Friends of the Law Library group with the intent of purchasing the computers from Tech Soup and then donating them to the Law Library.
4.6  U. S. District Court ADR Program Request to Use Conference Room Free of Charge

Laurie stated that she has received a written request from the ADR Program Manager for the U.S. District Court for the Northern District of California to use the Law Library conference room free of charge for a meeting of an advanced practice group of Marin lawyers who are on the panel. We presently have a policy of no discounts for anyone. The matter was tabled until the next board meeting.

5.  Reports of Special Committees

5.1  Lawyers in the Library

Alexandria reported that the program is very successful but we continue to face challenges recruiting attorney volunteers to staff the bimonthly meetings. She proposed revising the program policy to allow for referrals to attorney volunteers or the organizations or firms where the attorneys work, when appropriate. Discussion ensued. There was consensus that this change would be acceptable. Attorney volunteers must agree to enter into a separate attorney/client relationship with patrons when taking referrals.

5.2  Outreach

Jonathan reported on the status of his request for $25,000 from the County of Marin for MCLL. He also reported that he has begun the process to create a 501(c)(3) Friends of the Marin County Public Law Library Nonprofit which he hopes to complete by August 2017. Jonathan also received a written proposal from a Fundraising Consultant through CVNL, which he will provide to the board. Alexandria requested that we establish a Law Library procurement policy to be followed whenever we hire someone or purchase items for the Law Library. There was concern expressed about any consultants performing work for the Law Library prior to entering into a formal contract with the Law Library.

6.  Old Business – None.

7.  New Business

7.1 Discuss Amount of Detail Required in Minutes of Board Meetings - Addressed under item 1.2, Minutes.


7.3 Appropriate Money from General Operating Fund to FY 2016-2017 Budget Line Item Expense Accounts

Laurie explained that there is not enough money in the FY 2016-2017 Budget to meet the end of year expenses due in part to salary increases for staff, insurance costs for the Lawyers in the Library Program and a few other expenses that the board approved during the year without amending the budget to incorporate those changes. Discussion
ensued. Donald moved to approve Resolution 2017-9 to appropriate $2,700 from the general operating fund for Payroll Expenses and $7,926 from the general operating fund for Supplies and Services. Denise seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

7.4 Discuss and Approve Modification of Lawyers in the Library Policy Regarding Referrals for Legal Services - Addressed under item 5.1, Lawyers in the Library.

7.5 Discuss and Approve Law Library Policy Regarding Pacer Services

Sam and Laurie presented the issue. Alexandria moved for approval to cancel the Law Library's Pacer Account and no longer provide this service to the public. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.6 Elections.

Sam stated that he is happy to step aside as board president if anyone else would like to serve in the position. Elections will be held next month.

7.7 Discuss Possible Reduction of Law Library Operating Hours

Sam expressed concern that the Law Library may not be able to stay competitive for labor costs and services considering our reduced revenue and annual increases in publications costs. Discussion ensued regarding Law Library services and our image in the community.

8. Board Members' Suggestions for Next Month's Agenda

The trustees requested that procurement procedures, replacement of the computers, staffing issues, and legal publications matters be placed on the July Agenda.

9. Adjournment

All relevant business having come before the board, Alexandria moved to adjourn the meeting and Donald seconded. The meeting was adjourned at 7:45 p.m. The next board meeting will be held on Tuesday, July 18, 2017 at 5:15 p.m..

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary