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, November 20, 2018 at 5:15 p.m.

Present: Sam Ware, Jonathan Frieman, Tracy Barrett, Denise Bashline, Emily Vance and Laurie Vaala-Olsen, Ex Officio Secretary
Absent: Donald Drummond, Kristine Fowler Cirby
Also Present: Bill Hale

President Jonathan Frieman called the meeting to order at 5:19 p.m. and thereafter presided.

1. Consent Items
   1.1 Approve Resolution 2018-8 Limiting Public Comment at Law Library Board Meetings.

   Bill Hale requested that Consent Item 1.1 be removed for discussion. He further stated that most of the 60 commissions in the County allow 3 minutes per person. Discussion ensued. Sam moved to amend Resolution 2018-8 by replacing the 3-minute limit for public comment under open time with 4 minutes, leave the rest of the resolution as is and to adopt it as amended; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

   1.2 Approve Minutes of October 16, 2018 Board Meeting

   Tracy moved to approve the October Minutes as presented; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

   1.3 Approve November 2018 Warrants

   Emily moved to approve the Warrants as presented; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

2. Open Time for Public Expression: None offered.

3. Financial Report
   3.1 2018 Fiscal Report

   Laurie gave the October 2018 fiscal report. The Unrestricted Fund Balance on October 1, 2018 was $42,065.11 and on October 31, 2018 it was $133,727.28. The Unrestricted Fund Balance on November 20, 2018 was $152,754.95.

   3.2 December 2018 Warrants

   Approved as presented in item 1.3.

4. Librarian’s Report

   Laurie reported that she participated in the Annual California State Library Survey, an exhaustive online survey regarding library services, programs, patron use, hours, staff
salaries and benefits, which requires of all members of the California public library system. She reported that Stephen Richards had joined the Law Library Staff; he will be working Mondays and Thursdays. She also reported on the Law Library’s holiday hours and staff vacations.

5. President’s Report
Jonathan reported that he recently had spoken with attorney Larry Strick, a strong supporter of the Lawyers in the Library program who wishes to see it continue. The Self-Help Center will be moving into Courtroom P according to Judge Haakenson; self-represented parties must have a case filed in Superior Court in order to use it. Jonathan is working on insurance for the Friends Group and continuing to look for more directors as well.

6. Reports of Special Committees & Liaisons
6.1 Report from Patron/Technology Standards Committee – Sam reported that he and Laurie had reviewed the MCFL Patron Conduct Policy and Internet Computer Policy, which will be disseminated to the Committee for further input. He expects they will have a final recommendation to the board at the December meeting for implementation as of the first of the year.

6.2 Report from Law Library Video Editing Committee – No report.

6.3 Report from Law Library Civic Engagement Program Committee – Denise reported that they are researching state civic engagement programs and contacting local principals for ideas. In addition, she suggested the possibility of exhibiting the student posters that won awards in the Fair Housing Advocates poster contest.

6.4 Report from Liaison to Lawyers in the Library Program – Laurie provided updated information to Mee Mee Wong for the Judge’s Luncheon; as of October 2018, 678 patrons had been served by LITL, which was double the number of patrons served the previous year.

6.5 Report from Liaison to Friends of Marin County Law Library – Jonathan reported that Friends has located inexpensive D&O Insurance and has reached out to CVNL for additional board members.

6.6 Report from Books, Tables and Chairs Committee – Sam stated that he has reviewed the current state of the publications inventory with Steve Feller and expects to make definitive recommendations to the board next month.

6.7 MCLE Committee – No report

7. Old Business
7.1 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan, Including County Services and Space Considerations
Many of the items in the 5-Year Strategic Plan Working Document are being addressed by the Special Committees as reported above. Laurie reported that one of the Law Library volunteers has completed a spreadsheet with historical information about Law Library funding, including donations to the Law Library and filing fee increases, which is item 7 of the Working Document.

7.2 Discuss and Approve Overtime Compensation for Director to Participate in Evening Board Meetings and Administer Lawyers in the Library Clinics
Jonathan presented the issue. Sam requested that the item be tabled until he speaks about amending the budget in item 8.1
8. **New Business**

8.1 **Discussion and Action Item: Discuss and Approve Revisions to Amended FY 2018-19 Budget and Associated Proposal for Expenditures and Increase in Reserve Fund**

Sam stated that he worked on the Revised Amended MCCLL Annual Budget FY 2018-19, which does not include any of the items listed on the Proposal for Expenditures and Increase in Reserve Fund dated November 20, 2018. He observed that 1) based upon the first 5 months of actual filing fee receipts for 2018/2019, the trend is that filing fee income for 2018/2019 is again declining, and will likely be less than the $173,000 originally projected for 2018/2019 Budget (which was based upon the actual receipts for 2017/2018 of $173,090), so that there will likely be a $12,000 shortfall in actual filing fee receipts in 2018-2019 when compared to 2017/2018 and 2) that if both the $12,000 projected shortfall/decline in filing fees income and the one time legislative/governor grant of approximately $78,000 are removed from the Projected Receipts portion of the budget for 2018/2019, the Projected Expenses of $203,556 will likely exceed the Projected Receipts by approximately $29,000.” He strongly encouraged the board to adopt the amended budget as proposed and to wait before spending any funds on the Proposal for Expenditures and Increase in Reserve Fund. Extensive discussion ensued. Tracy supported spending some money. Denise wanted to restrict spending because she feels we are in a spend-down mode. Emily wanted to support the staff by spending some of the funds. Laurie encouraged the trustees to wait to adopt the revised amended budget until they can incorporate and approve some of the expenditures in the proposal dated November 20, 2018. Jonathan stated he would like the trustees to make decisions about 7.2 and 8.1 at the December Board Meeting. Agenda items 7.2 and 8.1 were tabled until the December 2018 meeting.

9. **Board Members’ Suggestions for Next Month’s Agenda**

In addition to the tabled items, the board wishes to address the Patron Rules of Conduct and Technology Standards item and the publications inventory item under review by the Books, Tables and Chairs Committee.

10. **Adjournment**

All relevant business having come before the board, Sam moved to adjourn; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:36 p.m. The next board meeting will be held on Tuesday, December 18, 2018 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio Secretary