Regular Meeting of the
Board of Law Library Trustees

Monday, June 20, 2016, at 5:15 p.m.

Present: Sam Ware, Elliot Bien, Alexandria Quam, Jonathan Frieman and Laurie Vaala-Olsen, Ex-Officio Secretary. Also Present: Bill Hale

Call to Order

Sam Ware, the Board's President, called the meeting to order at 5:18 p.m., and thereafter presided.

1 Approval of the Minutes

1.1 Approval of the May 16, 2016 Minutes was tabled until the July 2016 meeting because there was not a quorum of trustees that had attended the May meeting.

2. Open Forum

Bill Hale reported that a compliance hearing regarding the writ petition is scheduled for July 5, 2016 in Alameda Superior Court.

3. Financial Report

3.1 May 2016 Fiscal Report

Laurie presented the May 2016 Fiscal Statement. The Unrestricted Fund Balance as of June 15, 2016 was $76,149.12. The year to date budget balance as of May 31 was $21,643.89. Our May income exceeded our budget projections by $2,000 resulting in a May credit balance of $3,210.77 after May expenses were deducted. She also noted that the $16,237.00 filing fee revenue received for the month of June exceeded the amount received in June the year before. Filing fee revenue for the 2015-2016 fiscal year was roughly $4,900 less than in fiscal year 2014-2015, a significant improvement over the declining income the Law Library had experienced for several years prior to
3.2 May 2016 Warrants

Laurie presented the list of June 2016 Warrants, stating that all of the warrants were comprised of customary expenses. There was an additional warrant to be added to the list for USLI because the invoice had just arrived that day. The warrant list was amended to include a quarterly payment in the amount of $290 to USLI for the Law Library’s nonprofit directors and offices liability coverage. Laurie also pointed out that the bill for Sonic Internet expenses is no longer being paid by Chien Liew, but with the Cal Card. That charge now appears on the Warrant List under US Bank. Elliot moved to approve the warrants as amended, and Jonathan seconded. The motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

4.1 Status of Appointment of Trustee by Board of Supervisors: Laurie reported that Patrice Stancato, Deputy Clerk to the Board of Supervisors, informed her that the agendas for the June meetings are full so she will place selection of another trustee for the Law Library Board on the July agenda. Two attorneys have submitted applications for the vacant position.

4.2 Staff Training on MUNIS: Bettina, Robert and I have completed the training on MUNIS, which will go live on July 5th. The training was helpful but limited because we were unable to practice with our own data or to prepare non PO transactions, which are the bulk of the transactions that we typically make for the law library. We have been unable to simply log on to the MUNIS site in order to practice in the "sandbox" but the ATOM transition team is working on this issue for us and hopes to resolve it soon.

4.3 Grand Jury Web Transparency Evaluation of the Law Library: The Law Library received a letter from the foreperson of the Marin County Civil Grand Jury regarding their 2015-2016 Web Transparency Report Card Report of our website. We did not fare particularly well. Although most of the information they evaluated is available on our website, they do not consider it "transparent" if a person must look at board meeting minutes or agendas to access it. We will work on improvements to our site to fare better in the future. Sam requested that Laurie send copies of the letter to each board member.

4.4 What's New in the Law Library

Book Donation — Thanks to a personal request by Sam Ware, local attorney Paul Burglin has donated a copy of California Drunk Driving Law to the Law Library. Mr. Burglin is a coauthor of the publication and a respected authority in this area of the law. Sam requested that acknowledgment of Mr. Burglin's donation be placed in the book.

Security of Law Library Facility — The Law Library will be participating in training for a safety and evacuation drill for Building 20. In addition, Laurie will meet with the County's Safety Director regarding measures to insure the safety and security of Law Library staff and patrons.
5. **Reports of Special Committees**

5.1 **Report from Outreach Committee**

In Chairperson Denise's absence Jonathan reported on recent Outreach Committee efforts, including the possibility of hosting an event to celebrate the 125th Anniversary of the Marin County Law Library's inception on August 4, 1891. A robust discussion ensued regarding the possibility of organizing an event in a short period of time. It was decided to move forward with a celebratory event on August 4, 2016, and to seize the opportunity to promote the Law Library as widely as possible. Jonathan will spearhead planning for the event. In regard to general fundraising matters, there was concern expressed regarding whether judicially appointed trustees are constrained by the same fundraising restrictions placed on judges.

5.2 **Report from Lawyers in the Library Committee**

Chairperson Alexandria reported that the Marin County Bar Association has greenlighted a pilot of our Lawyers in the Library program with a goal of getting it up and running by September or October of this year. Laurie and Alexandria will work on creating the structure for the program as well as the forms, and the Bar Association will be responsible for finding volunteer attorneys to participate. Presently, we anticipate that the program will run from 4 to 6 p.m. on two Thursdays per month with a staff of four attorneys knowledgeable in four different subject area specializations. The appointments will be roughly 20 minutes each. Alexandria will consult with and prepare the volunteer attorneys at the beginning of the evening and Laurie will work with the patrons doing intake and schedule coordination.

6. **Old Business**

6.1 **Discuss Current CEB Subscriptions and Reductions in the Collection and Approve Resolution to Purchase Subscription to CEB Onlaw**

Sam presented a summary of Laurie's recommendations to eliminate print copies of seldom used CEB publications while preserving print copies of frequently used CEB publications, as determined by Law Library Staff. The savings from the discontinued print publication will provide the funds to pay for the Onlaw subscription, which will cost $3,533. There was discussion regarding objections to various publications on the cut list. Sam requested that board members review the list and send their suggestions for revising the two lists to Laurie, which the board will then revisit at the July Board Meeting.

6.2 **Report on Inland Dispute**

Sam reported that he had contacted Inland and invited them to negotiate, but they have not taken him up on it. Sam also reported that he had received information
that some major changes had taken place at Inland over the past couple of years which might explain some of the problems we have had working with them. He will look into it further and report back at the next board meeting.

6.3 **Report on Paid Sick Leave Policy**

Sam reported that he was waiting for information he had requested from an attorney who is providing employment law consulting services to the Law Library in order to clarify some follow-up questions and concerns he had regarding this issue, so he had nothing further to report at that time.

6.4 **Report on Revisions to Employment Policy**

Sam requested that the trustees consider providing paid vacation time for the Law Library Director because that is the norm for full time employees. He suggested that the board should approve this benefit if the Law Library can provide it in a fiscally responsible manner.

7.0 **New Business**

7.1 **Strategic Plan**

Sam reported that Jason Voelker had drafted a Strategic Plan that was subsequently revised by Ben Gale. This document was provided in the June Board Meeting agenda packet. He requested that the trustees review the Draft Strategic Plan at home and be prepared to discuss it at the July Board Meeting.

7.2 **Consider Free or Discounted Conference Room Rentals by Charitable and/or Nonprofit Organizations and Define Parameters for Qualifying as a Charitable or Nonprofit Organization**

Sam presented this item for consideration by the trustees. Laurie stated that she has received a few requests from nonprofits and charitable organizations to use the conference room for free or at a reduced rate. Some of the organizations have been law-related organizations and some have not. Discussion ensued. The trustees decided to continue with the current conference room policy, which does not allow use of the conference room at reduced rates or free of charge for any entity.

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

The board members requested that funding for the 125 year Anniversary Celebration of the Marin County Law Library be placed on the July Agenda.

9. **Adjournment**
All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Jonathan seconded. The meeting was adjourned at 7:10 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, August 15, 2016, at 5:15 p.m.

Respectfully submitted,

Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary

MCLL