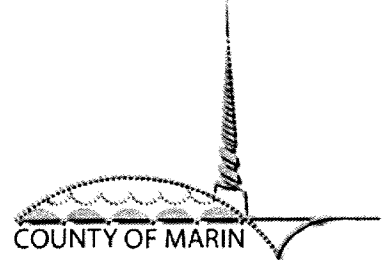


Regular Meeting of the Board of Law Library Trustees of Marin County



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Monday, January 25, 2016, at 5:15 p.m.

BOARD OF TRUSTEES:
Samuel G. Ware, Esq., President
Denise Bashline, Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Trudy Verzosa, Esq.

Present: Sam Ware, Alexandria Quam, Denise Bashline, Elliot Bien, Robert Begley
and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Jackie Grossman, Bill Hale and Stephanie Harcourt.

Call to Order

Sam Ware, the Board's Vice President, called the meeting to order at 5:19 p.m., and thereafter presided because Steven Schoonover's term had ended on December 31, 2015. He introduced Jackie Grossman, a retired Law Librarian who has been providing volunteer consulting services to the Law Library.

1. Approval of the Minutes

1.1 The December 14, 2015 Minutes were reviewed. Discussion ensued regarding several requested changes. Alexandria moved that the Board approve the December 14, 2015 Minutes with the following amendments: (1) strike "Acting Secretary" and insert "Ex Officio Secretary" after Laurie Vaala-Olsen's name under the "Present" section on page one, (2) in item 6.3 on page 5 insert "Law Library" between "Acting" and "Director" and strike "permanent" before "Law Library Director" to avoid any implication other than at will employment. Robert seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention because Elliot was not present at the December 2015 Board Meeting.

2. Open Forum

Bill Hale said that a second person had applied for the trustee position and he has a law degree as well as fundraising experience.

3. Financial Report

3.1 December 2015 Fiscal Report

Laurie presented the December Fiscal Statement. She pointed out that revenue is slightly ahead of what was projected, and the expense for the Library Director and Staff

appears high because there were three pay periods in December when usually there are only two. Robert stated that the January filing fee revenue is the lowest the Law Library has received in the past 5 years; well, the second lowest.

3.2 Warrants

Laurie presented the list of December Warrants. Denise inquired about the status of the Law Library's account with Inland. Laurie reported that she had received an email from the sales representative that sold the contract to Jason in which he inquired about the "root of the problem", wanted to know what Inland needs to do to fix the problem and suggested scheduling a meeting to go over any questions we might have. Laurie responded by referring him to the January 29, 2015 letter from Ben Gale for the Law Library's position on the matter, and further stated that she had forwarded his email to the incoming Board President and would respond once the Board has had a chance to discuss the matter. Laurie pointed out that the Law Library has started to use the new US bank – Cal Card credit card for small purchases such as office supplies and snacks for the board meetings, so it is on the warrant list. Robert moved to approve the January 2016 Warrants as presented, and Elliot seconded. The motion carried with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

MCLE – Ben Gale donated 6 recently purchased CDs for the Law Library's CLE collection, which were promptly checked out by an attorney, generating almost \$90 for the Law Library.

ADA Compliance – Dorren is in the process of bidding out the project to bring the interior door to the law library into compliance with the ADA laws.

Legislative Update – Laurie and Steven attended Assemblyman Mark Levine's Open House in December and provided him with a copy of the Law Library's Annual Report for 2014-2015, as well as information from a 2005 Law Library Task Force Report to stress our funding needs. Shortly thereafter, Assemblyman Levine sent a letter to Governor Brown in support of a \$15.5 million appropriation for county law library funding. The Governor's proposed budget does not include funds for county law libraries, but there are opportunities throughout the budget process over the next several months to secure an appropriation through an augmentation. CCCLL members will be working to rally their local representatives to support this request by county law libraries.

Volunteer Consultant Services – Laurie reported that the Law Library is the fortunate beneficiary of Jackie Grossman's volunteer consulting services. Jackie recently retired as Law Library Director at Kilpatrick, Townsend and Stockton in San Francisco after 17 years there. She has been and will continue to consult with Laurie regarding Law Library management matters.

5. New Business

5.1 Discuss and Vote on Election of Officers for Law Library Board of Trustees

Sam opened the floor for election of officers for 2016. Elliot moved to nominate Sam for the position of President of the Board. Denise seconded. The motion passed with 5 Ayes, 0 Notes and 0 Abstentions.

Robert moved to nominate Denise for the position of Vice President of the Board. Elliot seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.2 Discuss and Approve Resolution 2016-2 Establishing Marin County Law Library's Projected Budget for Fiscal Year 2016-2017

Sam presented the proposed Projected Budget for Fiscal Year 2016-2017, stating there is an approximate \$900 surplus difference between the projected receipts and the projected expenses, which was accomplished by reducing the Law Library's Upkeep Collection costs by roughly \$12,000 to \$64,500. Sam then suggested we may have to cut the BNA tax publications from our subscriptions, along with other publications. Discussion ensued. Robert moved to approve Resolution 2016-2 and accept the Marin County Law Library Projected Budget for Fiscal Year 2016-2017 as presented. Denise seconded the motion. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.3 Discuss and Approve Law Library Director's Attendance at CCCLL Spring Meeting from February 28 through March 1, 2016 in Sacramento

Laurie requested that the Board authorize her attendance at CCCLL's Spring Meeting in Sacramento. The first day of the meeting will include an educational presentation, discussion of business matters, and an opportunity to network. The second day of the meeting is for the purpose of meeting and talking with legislators at the State Capitol about funding for California's County Law Libraries. A copy of a report of the estimated cost for Laurie to attend was included in the agenda packet. Elliot moved that the Board approve the Director's attendance at the CCCLL Spring Meeting from February 28 through March 1 in Sacramento. Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.4 Discuss and Approve Rescheduling February Board Meeting from February 15 (President's Day Holiday) to February 22, 2016

Sam informed the trustees that the regularly scheduled board meeting in February falls on the President's Day Holiday. The following Monday is February 22. Elliot moved that the February Board Meeting be rescheduled from February 15 to February 22. Robert seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

Trudy Verzosa arrived at the board meeting.

6. Unfinished Business

6.1 Discuss and Approve Schedule to Reduce Law Library Hours of Operation

Sam reported that the Law Library received numerous letters in opposition to closing the Law Library on weekends. Many patrons requested that the Law Library remain open at least one weekend day, with a preference for Sundays. A summary of the responses we received, including excerpts of patrons' comments, was attached to the agenda packet. Sam then suggested closing the Law Library all day on Fridays, which would result in an 8.5 hour reduction in the weekly hours of operation. Discussion ensued. The board reached consensus that the Law Library is a business and should be open during business hours; weekend hours are a luxury that the Law Library cannot afford at the present time. Denise expressed concern about closing on Sundays and requested that the Board revisit this issue again in the future. There was further discussion regarding publishing notices in the Marin IJ and the Marin County Bar Association Newsletter that the Law Library will be eliminating weekend hours. Sam will contact the IJ. Elliot moved to approve, effective February 1, 2016, the Law Library Hours of Operation Schedule that was posted in a Notice following the December 14, 2015 Board Meeting, as follows: Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday, 8:30 a.m. to 12:00 noon, Closed Saturday and Sunday. Robert seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.2 Approve Resolution 2016-1 Appointing Laurie Vaala-Olsen the Law Library Director Effective December 14, 2015

The trustees reviewed the draft of Resolution 2016-1 appointing Laurie Vaala-Olsen Director of the Law Library. Robert requested that the word "permanent" be deleted from the last sentence of paragraphs one, two and three in Resolution 2016-1. Alexandria moved that Resolution 2016-1 appointing Laurie Vaala-Olsen Law Library Director of the Marin County Law Library be approved as amended. Trudy seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.3 Discuss and Approve Resolution 2016-3 Establishing Salary for Law Library Director Laurie Vaala-Olsen

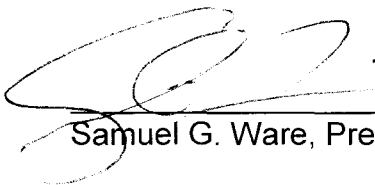
There was discussion regarding the fact that the trustees would be unable to vote on Resolution 2016-3 at tonight's meeting because the cost savings will have to be recalculated using the reduced hours of operation schedule that the board adopted this evening. Trudy offered to recalculate the savings based on the new data. Laurie will send Trudy the current work schedule. At the February 22 meeting, the board will approve Resolution 2016-3, which will be retroactively effective on February 1, 2016.

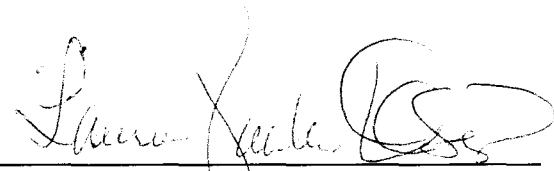
Sam stated that he would like to add a standing item to the agenda that will be the last item on the agenda, entitled "Proposed Items for Next Month's Agenda". It will give the trustees an opportunity to propose items for discussion that they would like to see addressed.

7. Adjournment

All business before the Board having been considered, Robert moved to adjourn the meeting, and Alexandria seconded. The meeting was adjourned at 6:25 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, February 22, 2016, at 5:15 p.m.

Respectfully submitted,



Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary