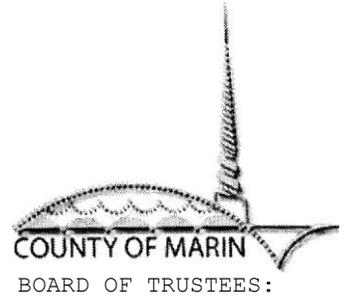


Regular Meeting of the
Board of Law Library Trustees

A CTING LIBRARY DIRECTOR.

of Marin County



Laurie Vaala-Olsen

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

Benjamin Gale,
President Steven
Schoonover, Esq.
Sam Ware, Esq.
Alexandria Quam,
Esq. Robert
Begley, Esq.
Elliot Bien, Esq.

Monday, December 15, 2014, at 5:15 p.m.

Present: Ben Gale, Sam Ware, Alexandria Quam, Bob Begley,
Elliot Bien, and Laurie Vaala-Olsen, Ex-Officio
Secretary.

Absent: Steven Schoonover.

Call to Order

Ben called the meeting to order at 5:18 p.m., and thereafter presided.

There was objection by several Board members to Bill Hale recording the meeting, but after some discussion, he was allowed to record.

1. Approval of November Minutes

November's Minutes were circulated and reviewed. Ben requested that the minutes be amended as follows:

Item 5.1, fourth line: replace "bring in" with "had brought in"

Sam moved to adopt November's Minutes as amended. Alexandria seconded. The motion was approved 4-0, with Elliot Bien abstending because he was not present at the meeting. Robert Begley arrived after the vote was taken.

2. Open Forum

Susan Windman introduced herself as an occasional library patron, and stated that she was perplexed about Jason's departure since his performance had been

exemplary. She mentioned the events surrounding his departure seemed outrageous.

Jenna LaFleur spoke next, expressing that Jason was the most helpful of any Director the Law Library has had. She appreciated that he would direct her to the specific source that she needed, as well as provide further assistance if Board let it happen. Elliot responded that the Board and the Staff are committed to serving the public as well as attorneys.

Bill Hale thanked Laurie for the work she has done as Acting Director, but stated he received the Minutes late so he had not had time to review them and thoroughly prepare his comments. After some discussion, he was encouraged to make his comments at the next Board meeting. However, he did request that the Board move the closed session item to regular session, and re-title the agenda item about the Law Library Director position so it can be addressed. He would like to know what the Closed Session is about. He also stated that he would like to see a non-lawyer trustee on the Board. Lastly, he commented on fundraising efforts that Jason had been working on in regard to the Marin Community Foundation and soliciting donations from top firms in Marin.

3.0 Financial Report

3.1 November Fiscal Report

Laurie presented the November fiscal report. Income was below the projected credits for the month, but the budget is sound. Laurie pointed out that income generated from proctoring exams and from rental of the conference room has contributed significantly to the Law Library's account. There was some discussion about the \$10 proctor fee that the Law Library charges, Laurie presented a survey of proctoring fees charged at law libraries and libraries in the surrounding Bay Area, which were significantly higher than the \$10. Sam requested that we agendaize the prospect of raising the rates for proctored exams at the next Board meeting. Ben suggested that we could have a fee waiver option for students who are unable to afford the proctor fee.

3.2 December Warrants

The Board reviewed a schedule of warrants for payment in December. Laurie pointed out that most of the warrants are routine monthly payments, with the exception of Ahmed's Moving Express and the Pacer invoice. In addition, there is no warrant for payment to Inland-Xerox due to the current impasse over their failure to provide us with a copy of the signed contract and our refusal to pay invoices we do not believe are due. Inland has now placed a service hold on our account such that we are not receiving technical support when we have problems with the printers and computers. There was discussion regarding possible courses of action. Sam suggested that we pay Inland under protest so that they remove the service hold. He agreed to draft a letter to Inland for Ben's signature, and to work with Laurie on

the amounts owed. Sam moved, and Elliot seconded, that all warrants on the schedule, with the addition of a warrant for Inland in an amount up to \$800 that will be sent with a cover letter of protest signed by Ben as President of the Board of Trustees, be paid as listed. The motion was approved 5-0.

4. Librarian's Report.

Laurie introduced Chien Liew, an IT specialist, who installed the internet system and set-up the computers for the Law Library. He has been providing troubleshooting support to Laurie on numerous occasions over the past month without financial remuneration. Chien had prepared two proposals for the Board for continued IT services and support; 1) for network equipment maintenance and support, and 2) for office computer and IT support. He also presented a proposal for installing software that will restore a computer's settings back to their original state after each use. Chien reported that as part of the agreement to remove the Law Library from the County's internet system, he installed a proper connection for the Law Library, as well as a firewall, which the Law Library did not previously have, a better network switch that is up to industry standards, and improved the WiFi system. With regular maintenance the system should run for 5 to 10 years. He stated that he charges only for the time he spends to perform work on the system. Discussion ensued. The Board would like an agreement for Chien's services that is more specific than the proposals. The Board requested that Laurie prepare a draft contract of the work to be performed and the terms of the performance for the Board's review, which will then be provided to Chien.

Sam moved that the Board authorize Chien to perform whatever maintenance he recommends. Elliot amended the motion and seconded it to authorize Chien to perform the monthly check described as item one in his email proposal dated November 6, 2014, at the hourly rate of \$135, with a provision for further work leading to item number two on the proposal, after conveying to Laurie a description of such further work to be performed. The motion passed 5-0.

Robert inquired about the Law Library's purpose, and its policy, regarding providing computers and internet access to the public. He would like to know if there are any limitations on patron use in the policy. Laurie will check into that and report back to the Board at the next meeting.

There was an interruption of the meeting by patrons attending the meeting because they wanted to make comments and offer opinions about each of the agenda items as they came up for discussion. Discussion ensued regarding what limitations would be imposed on input by non-Board members.

4.1 Discuss MCBA Holiday Mixer

Ben stated that Randy Wallace, President of the Marin County Bar Association informed him that the Bar Association held its holiday party at the law library with the specific intent of easing the way for the Law Library to seek donations from the legal community.

4.2 Discuss Status of Punch List for Law Library's Move

Laurie reported on the status of the outstanding items to be completed from the Law Library's move back to 20 North San Pedro Road.

4.3 Discuss Staffing Needs

Laurie reported there has not been much response to the Law Library's ad for a Library Assistant and that it is difficult for her to complete work that requires uninterrupted time and concentration under the current staffing levels. She requested that the Law Library reduce its operating hours on Tuesday and Thursday evenings from 54 to 48 hours per week so that there is more overlap with Robert's hours. Sam expressed concern about cutting evening hours that are primary research hours for litigators. There was discussion regarding alternatives, as well as comments from the library patrons attending the meeting. Sam suggested that the Law Library reduce the hours on Tuesday and Thursday mornings instead of in the evening, such that the doors will open at 11 a.m. instead of 8:30 a.m. The Board decided to try this for one month, until the next Board meeting in January.

4.4 Discuss Contract with Inland

This was addressed under item 3.2, December Warrants.

5. Old Business

5.1 Discuss Prospects for Law Library Membership Program

This item was tabled until the January 2015 Board meeting.

5.2 Discuss Security Measures to Prevent Book Theft

Tabled until January 2015 Board meeting.

6. New Business

6.1 Discuss Law Library Operating Hours

This item was discussed under item 4.3, Staffing Needs.

6.2 Discuss Law Library Proctored Exam Fee

This item was discussed under item 3.1, November Fiscal Report.

7. Closed Session (Gov. Code SS 54950-54963):

7.1 Public Employment, Title: Law Library Director

7.2 Reconvene Open Session: Announce Action Taken in Closed Session, if Any

This item was tabled until the January 2015 Board meeting.

Sam requested that the Board place on the agenda for the next meeting a discussion about updating all of the NOLO Press publications currently in our collection, and that we seek donations from the community to pay for the updated publications.

Library patron Jenna LaFleur requested that ADA compliance in regard to our computer terminals be placed on the agenda for the next meeting.

8. Adjournment

All business before the Board having been considered, the meeting was adjourned at 6:48 p.m. The next Marin County Law Library Board of Trustees Meeting will be on Monday, January 18, 2015 at 5:15 p.m.

Respectfully submitted,

Benjamin Gale, Chair

Laurie Vaata-Olsen, Acting Secretary