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


Monday, May 15, 2017 at 5:15 p.m.

Present: Sam Ware, Jonathan Frieman, Emily Vance, Tracy Barrett and Laurie Vaala-Olsen, Ex-Officio Secretary.
Also Present: Jackie Grossman, Bill Hale, Branden Barber

Call to Order

President Sam Ware called the meeting to order at 5:23 p.m. and thereafter presided.

1. Approval of Minutes

1.1 The April 24, 2017 Minutes were reviewed by the trustees. Emily moved for approval of the Minutes as presented. Tracy seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

2. Open Forum – There were no public comments.

3. Financial Report

3.1 April 2017 Fiscal Report

Laurie presented the April 2017 Fiscal Statement. Unrestricted Fund Balance on April 1, 2017 was $70,781.28. Unrestricted Fund Balance on April 30, 2017 was $55,885.71. Actual revenue for the month of April totaled $16,097.56 while actual expenses totaled $15,072.43, leaving a monthly operating fund balance of $1,085.13. The $797.15 negative balance on the Fiscal Statement is incorrect because it does not include two cash deposits totaling $1,822.28 that were made during the month of April. These deposits had not been posted to the Law Library’s fund as of May 10, 2017, the date the April Board Meeting packet was posted. Year to date actual revenue for the period July 1, 2016 to April 30, 2017 was $149,799.47 and actual expenses totaled $134,083.67, resulting in a fiscal year-to-date fund balance of $15,715.80.

3.2 May 2017 Warrants
Laurie presented the list of warrants for May. She explained numbers 3, 7, 10 and 11, and stated that the charge for SPTJ should be $389.85 instead of $135. The higher amount includes one additional hour of consulting time to install antivirus software on the Law Library laptop and to install and set up VPN access to the County’s intranet and Munis financial accounting software, as well as a charge of $119.85 for renewal of the Trend antivirus software. The increased SPTJ warrant brought the April Warrants total to $6,383.62 and April total expenses to $12,398. Tracy moved for approval of the warrants as amended by Laurie, and Emily seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

Laurie reported that staff had attended online training with a Westlaw representative and had learned some new ways to approach legal research in the Westlaw program. She also reported on the summary of the agenda items at the Spring 2017 CCCLL Meeting held in Sacramento, which was attached to the agenda packet.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

In Alexandria’s absence, Laurie reported that we had to turn one person away again at the last Lawyers in the Library clinic. There were 5 attorneys at that clinic and we saw 17 patrons. Alexandria is researching the possibility of modifying the procedures for the program to allow for the referral of patrons to organizations and/or attorneys volunteering in the program. Jonathan added some details about his rough tally of patron demographics.

5.2 Report from Outreach Committee

Jonathan reported that the Board of Supervisors have awarded $3,000 in Community Service Funds to the Law Library for replacement of our outdated computers. He also reported that he had submitted the Law Library’s Development Plan to County Administrator Matthew Hymel and to the Board of Supervisors as part of the Law Library’s request for a grant from the County.

6. Old Business

6.1 Discuss and Approve Resolution 2017-8 for Replacement of Computers by Chien Liew of SPTJ Consulting

Sam asked Laurie details about the SPTJ quote. He expressed concern that so few trustees were at the board meeting and stated that he would like more trustees involved in the decision. Tracy requested a revised bid that is comprehensive and itemized. She was concerned about the fact that the price went up 13%. Jonathan thought it would be a good idea to put it out to bid. Tracy pointed out that Chien Liew is familiar...
with the County's systems. Sam suggested that between now and the next meeting Jonathan could seek other bids on the project. The matter was tabled until the June meeting.

6.2 **Discuss and Approve Resolution 2017-6 Adopting Marin County Employment Policy (2017)**

Sam stated that the vote to adopt the Law Library's revised Employment Policy (2017) at the April Board Meeting did not include the date it takes effect. Emily moved, and Jonathan seconded, that we adopt the 2017 Employment Policy effective March 1, 2017.

6.3 **Discuss and Approve Creation of Tax Exempt Fundraising Entity.**

Jonathan described the process to create a nonprofit entity and stated that the nonprofit entity will need a board of trustees separate from the Law Library Board of Trustees. Tracy moved that we create a 501(c)(3) nonprofit organization to be called Friends of the Marin County Law Library. Jonathan seconded. Motion passed with 4 Ayes, 1 No and 0 Abstentions. The costs to establish the nonprofit entity will be paid for by Jonathan’s foundation.

6.4 **Discuss and Approve the Hiring of a Fundraiser and Branden Barber's Proposal**

Jonathan introduced Branden Barber’s Fundraising Proposal, which was attached to the agenda packet. Discussion ensued which included several questions about prioritizing deliverables, additional costs for the purchase of software to manage potential donor contacts and relations, and who would be managing those software programs. Discussion also included setting up a nonprofit entity and the efforts it would involve. Sam stated that for all of the reasons articulated during the discussion, the board could not spend the money that evening. He further stated that it is essential to maintain a prudent reserve, which is 3 times monthly expenses at a minimum. The need to update the computers is our first priority. Sam recommended that we wait to hire Branden until we hear from the Board of Supervisors about whether we will get the $25,000 that we have requested. Jonathan thought that we should start working on the fundraising efforts right away. Sam stated that we first need a better idea of how many hours per week this endeavor is going to take. He thought it was premature to make a decision about hiring Branden before we know if we will receive any money from the Board of Supervisors. Tracy requested that we discuss the formation of a Friends of the Law Library nonprofit entity at the next board meeting. Jonathan made a motion to spend $5,000 to hire fundraising consultant Branden Barber. There was no second to the motion, so it died.

6.5 **Discuss and Approve Opportunity for Members of the Public to Present to the Board of Trustees Proposals to Hold Educational Workshops and/or Seminars at the Law Library**

This item was tabled.
7. New Business

7.1 Discuss and Approve Submission of Development Plan to Donor-Advised Department of Marin Community Foundation

Emily moved for approval of submission of the Marin County Law Library Development Plan to the Marin Community Foundation. Tracy seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

7.2 Discuss Upcoming Board of Trustee Officer Elections

Sam stated that he has served as President of the Law Library Board of Trustees for one year and is in favor of rotation of officers for the upcoming election of officers. Denise is currently our Vice President. Jonathan would like to be Vice President for the next fiscal year but he is not sure what Denise’s plans are for her future involvement on the Law Library Board.

7.3 Discuss Remodel of the Quiet Room

Sam would like to see one or more stacks removed from the Quiet Room so there is room for more tables for study. He believes that there may be more tables available in the County warehouse where the security gates had been stored. He invited comments and suggestions from the Board.

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

None.

9. Adjournment

All relevant business having come before the board, Jonathan moved to adjourn and Emily seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:33 p.m. However, the meeting was reconvened at 7:36 p.m. to change the date of the June Board Meeting. Tracy moved to approve rescheduling the next regularly scheduled board meeting from Monday, June 19, to Tuesday, June 20 at the regular time of 5:15 p.m. Emily seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions. Jonathan then moved to adjourn and Emily seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala Olsen, Ex-Officio Secretary