Call to Order

Sam Ware, the Board's President, called the meeting to order at 5:19 p.m., and thereafter presided. Sam then introduced Tracy Barrett, the newest member of the board of trustees. There was brief discussion regarding the requirement that all trustees watch the video regarding the Brown Act and sign a document affirming their completion of this requirement.

1. Approval of the Minutes

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

1.2 Approval of the June 20, 2016 Minutes was tabled until the August 2016 meeting because there was not a quorum of trustees that had attended the June meeting.

2. Open Forum

Bill Hale stated that Judge Grillo reported that he was going to deny Bill's Writ.

3. Financial Report

3.1 June 2016 Fiscal Report

Laurie presented the June 2016 Fiscal Statement. The Unrestricted Fund Balance as of July 13, 2016 was $66,072.02. Our June filing fee income exceeded our budget projections by $2,737.00; however, our expenses also exceeded our projections by $3,589.52
resulting in a $1,013 negative balance for the month of June. The year to date balance as of June 30 for FY 2015-2016 transactions was $20,345.35. Laurie noted that this amount will decrease somewhat once all of the period 13 expenses have been posted. There were several questions about the fiscal statement, including the difference between projected expenses and actual expenses for telephone and internet costs. Laurie explained that she had incomplete data for these expenses when she drafted the FY 2015-2016 Projected Budget shortly after becoming Acting Director and assured the trustees that this has been corrected in the FY 2016-2017 Projected Budget.

3.2 July 2016 Warrants

Laurie presented the list of July 2016 Warrants, stating that most of the warrants were comprised of customary expenses. She noted that the Affordable Library Products warrant was for book alarms. The warrants list was amended to omit the payment to CEB pending a decision about the Onlaw subscription, and to include a payment of $865 to High Tech to renew our contract for technical support services for the copy card chargeback system. Elliot moved to approve the warrants as amended, and Tracy seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

4.1 Appointment of Trustee by Board of Supervisors: Laurie welcomed Tracy Barrett to the Law Library Board of Trustees.

4.2 County Changeover from SAP Accounting System to MUNIS: We are in the midst of the County’s changeover from the SAP accounting system to the Munis accounting system, which took effect July 5. It has presented a number of challenges for us and slowed the processing of all accounting transactions.

4.3 CCCLL Fall 2016 Meeting in Sacramento: Laurie announced that the Council of California County Law Librarians will convene its Fall 2016 meeting in Sacramento on August 18, 2016. The Sacramento County Law Library will host a reception on Wednesday evening August 17 to celebrate 125 Years of providing services to the public by county law libraries. Laurie prepared and attached to the agenda packet an estimate of the anticipated expenses for the event, which amounts to approximately $395.60. Robert moved to approve the $395.60 budget for Laurie to attend the CCCLL Fall Meeting in Sacramento. Elliot seconded. Motion passed with 5 Ayes, 0 Notes and 0 Abstentions.

4.4 What's New in the Law Library: Nothing to report.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Page 2 July 18, 2016 Minutes
In Alexandria's absence, Laurie reported that the committee had recently met to review the draft forms for the program and to discuss the specifics of how it will be structured. The Marin Bar Association is solidly behind the program and will recruit the volunteer lawyers. The Law Library will publicize the program, which will start on October 8, and occur regularly on the second and fourth Thursdays of the month from 4:30 to 6:30 p.m. on a first come first served basis.

5.2  Report from Outreach Committee

In Chairperson Denise's absence, Jonathan gave a status report on efforts to organize the Marin Law Library's 125th Anniversary Celebration scheduled for August 4.

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 the proposal to purchase a subscription to Onlaw by discontinuing subscriptions to print publications that are seldom used, as well as discontinuing the CDs of forms for all of the print publications. Two lists were attached to the agenda packet; one of seldom used books and the other of frequently used books. Also attached were Alexandria's suggestions to revise the seldom used book list by removing 8 books from the list and placing them on the frequently used "save" list. The savings from the discontinued print publications amounts to $5,910.12 prior to adjusting for Alexandria's changes. Following Alexandria's changes, the savings amounted to roughly $4,344. The Onlaw subscription will cost $3,533, so there are ample funds with which to make the purchase. Discussion ensued. Sam was not in favor of purchasing the subscription at that time. Elliot moved to approve purchase of Onlaw by discontinuing our subscription to the print publications on the list of books seldom used, as amended by Alexandria's request to remove 8 publications from that list and to transfer them to the list of books frequently used and therefore retained. Tracy seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

6.2  Report on Inland Dispute

Sam reported that there was no movement on the Inland issue.

6.3  Report on Paid Sick Leave Policy

Sam reported that he would like the trustees to vote on this matter at the next meeting. He will prepare a paid sick leave policy analysis and report for the August meeting.

6.4  Report on Revisions to Employment Policy
Sam reported that he also will report back on the Employment Policy at the August board meeting. Elliot suggested that Laurie consider and express her priorities for the benefits she might receive.

7.0 New Business

MCLL

7.1 Discuss and Approve Law Library Director’s Attendance at CCCLL Fall 2016 Meeting from August 17 — 18 in Sacramento and Reimbursement for Anticipated Expenses

This matter was discussed and voted on during item 4.3, the Librarian’s Report.

7.2 Discuss and Approve Funding for 125 Year Anniversary Celebration of Marin County Law Library to be held on August 4, 2016

Jonathan reported briefly on this matter under item 5.2, the Outreach Committee Report. He added that he had met with Jason Voelker regarding transfer of the Law Library’s Facebook account back to a Law Library email account. Jonathan also stated that he had already posted information about the 125 Year Anniversary Celebration on the Facebook page and received a positive response to his posting. Upon providing further details about plans for the Anniversary event, he proposed a budget of $250 for event expenses. Elliot moved to approve $250 for Outreach Committee expenses for refreshments and appetizers for the 125th Anniversary Event. Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. Jonathan also proposed that the Law Library set up a 501 (c)(3) Friends of the Library group to make it possible for us to accept donations. Elliot suggested that we obtain knowledgeable advice from a tax lawyer about forming such a group. He will check into locating a local tax lawyer to help with this.

7.3 Strategic Plan

Sam presented the Draft Strategic Plan for discussion. Robert questioned whether the synopsis statements were based in fact. Following discussion, Sam requested that the trustees further review the draft plan and bring their comments to the August board meeting.

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

The trustees requested that Laurie check the monthly filing fee income distribution reports to see if they include the statistics for the percentage of pro per filings each month, which would represent revenue losses to the Law Library.

9. Adjournment
All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Tracy seconded. The meeting was adjourned at 7:17 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, September 19, 2016, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

MCI-L