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

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

Tuesday, April 16, 2019 at 5:15 p.m.

Present: Jonathan Frieman, Sam Ware, Denise Bashline, Emily Vance, Donald Drummond, Kristine Fowler Cirby, Tracy Barrett and Laurie Vaala-Olsen, Ex Officio Secretary
Also Present: Jackie Grossman and Bill Hale

President Jonathan Frieman called the meeting to order at 5:21 p.m. and thereafter presided.

1. Approval of Consent Items
   1.1 March 19, 2019 Minutes
   1.2 April 2019 Warrants
   Kristine moved to approve all consent items as presented, Donald seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum: Bill Hale distributed “Serving Self-Represented Litigants Remotely: Resource Guide” and requested that the trustees look into developing a more comprehensive service for self-represented litigants.

3. Financial Report
   3.1 March 2019 Fiscal Report
   Laurie reported that the Unrestricted Fund Balance as of April 16, 2019 was $134,439.98, which included everything posted through April 16, 2019. While the actual monthly budget balance for March 2019 was -$125.56, the actual budget balance for July 1, 2018 to March 31, 2019 Year-to-Date was $51,532.63. If the $78,109 received from the 2018 California State Budget Act (CASBA) is excluded from the Unrestricted Fund Balance, the balance is $56,330.98.


5. President’s Report – None.

6. Reports of Special Committees & Liaisons
   6.1 Finance – Kristine briefly discussed the Profit & Loss Statement she worked on with the Library Director and the $17,000 budget deficit.
   6.2 Personnel – Nothing to report.
6.3 Books, Tables & Chairs – Recommended that the board not spend $5,000 to hire a fundraising consultant.

6.4 Civic Engagement – See written report attached to 4/16/19 agenda packet. Denise elaborated on report; discussion ensued.

6.5 MCLE – Tracy reported that she and Kristine have drafted a letter to the judges requesting that they present an MCLE class at the Law Library to get the program started.

6.6 Liaison to Lawyers in the Library Program – Emily reported that efforts are underway to schedule a joint meeting of MCBA and MCLL Committee members to review the program.

6.7 Liaison to Friends of Marin County Law Library – Jonathan reported that he and Max are working on an event to take place on June 6. Senator McGuire will participate in a fundraiser for MCLL in the Fall, which will be organized, coordinated and managed by Friends of the Marin County Law Library.

6.8 Video Editing – Jonathan showed 2 videos about the Law Library and the Lawyers in the Library program; the trustees preferred the second, longer video.

7. Old Business

7.1 Discussion and Action Item: Discuss and Approve Further Efforts Regarding Development of 5-Year Strategic Plan

Kristine reported that the chart represents only one part of the Law Library’s Strategic Plan – fundraising and staff compensation, and that we need to expand it to include where we see ourselves in 5 years. We may need to schedule a second half-day special meeting to work on this. Kristine will discuss this with Laurie and send out a doodle poll.

7.2 Discussion and Action Item: Discuss and Approve Offering CLE at Law Library

See item 6.5 above.

8. New Business

8.1 Discussion Item: Consider Effect of Resolutions Passed by Law Library Board of Trustees – Discussion regarding the Law Library’s status as a special district, its relationship to the County and the authority it holds as a special district.

8.2 Discussion and Action Item: Discuss and Approve Fundraising Event in Fall 2019

The Fall fundraising event will be organized and managed by the Friends Group.

9. Board Members’ Suggestions for Next Month’s Agenda – Scheduling a second meeting to work on the Law Library’s Strategic Plan.

10. Adjournment

All relevant business having come before the board, Sam moved to adjourn; Kristine seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:04 p.m. The next board meeting will be held on Tuesday, May 21, 2019 at 5:15 p.m.

Respectfully submitted:

Jonathan Frieman, J.D.

Laurie Vaala-Olser, Ex-Officio Secretary