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


Tuesday, January 15, 2019 at 5:15 p.m.

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

Also Present: Bill Hale, Jackie Grossman

President Jonathan Frieman called the meeting to order at 5:19 p.m. and thereafter presided.

1. Consent Items
   1.1 Approve Minutes of December 18, 2018 Board Meeting, and
   1.2 Approve January 2019 Warrants

Kristine moved for approval of the Consent Agenda; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

2. Open Time for Public Expression: None offered.

3. Financial Report
   3.1 December 2018 Fiscal Report

   The FY 2018-19 Actual Budget Balance for the month of December 2018 was $401.03, and for July 1- December 31, 2018 year-to date was -$42.83. The Unrestricted Fund Balance on January 15, 2019 was $135,178.11, including the $78,109 received from the 2018 CA State Budget Act, which has not been appropriated into the Law Library’s FY 2018-19 Budget. If $78,109 is excluded from the Unrestricted Fund Balance, the current balance is $57,069.11.

4. Librarian’s Report

   Laurie reported that the CCCLL Spring Meeting will be held from March 24 – 26 in Sacramento, the Westlaw contract will be up for renewal on March 29, the board-approved FY 2019-20 Projected Budget will be due at DOF by April 1, 2019, and that the annual Form 700 Conflict of Interest Statements from each trustee will be due by April 1. She also reported that a 2019 Legal Update Seminar sponsored by the Marin County Employment Advisory Council will be held on January 23 in San Rafael and the Marin Community Foundation and the Summit Planning Committee will host a half-day gathering of policy makers, service providers, community leaders and equity advocates on February 1 in San Rafael. Laurie plans to attend both with the board’s approval. Kristine moved to approve 2 extra work hours for the Director to attend the February 1, 2019 All Together Now
Meeting and to authorize $125 for the HR Training offered by the Marin County Employment Advisory Council on January 23, 2019; Denise seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

5. President’s Report
Jonathan reported that he has a meeting with Legal Aid on January 28 regarding a strategy for providing assistance to self-represented litigants. He also stated the Law Library serves an average of 6 self-represented litigants per day. Further, he provided percentages regarding how the director spends her time, most of which is spent on direct board support. Discussion ensued.

6. Reports of Special Committees & Liaisons
6.1 Finance Committee – Committee report was attached to January 15, 2019 Agenda Packet, which was amended at January 2019 Board Meeting to include purchase of Nutshell Series publications listed on November 20, 2018 Proposal for Expenditures.
6.2 Personnel Committee – Kristine reported that Laurie just recently provided them with an updated description of the director’s job so they will make recommendations to the board next month.
6.3 Books, Tables and Chairs Committee – Committee report was attached to January 5, 2019 Agenda Packet, which was amended at January 2019 Board Meeting to include purchase of Nutshell Series on November 20, 2018 Proposal for Expenditures.
6.4 Law Library Civic Engagement Program Committee – They continue to research possibilities and will provide a report next month.
6.5 MCLE Committee – Reported on cost to become an approved provider. Executive Director at MCBA stated this is not a revenue generator for MCBA, and it would cost MCBA money to do follow-up if the Law Library offered MCLE. Discussion followed.
6.6 Liaison to Lawyers in the Library Program – Nothing new to report; clinic continues to be well-attended.
6.7 Liaison to Friends of Marin County Law Library – They lost one board member to employment. They will discuss strategies for raising money at their next meeting.
6.8 Law Library Video Editing Committee – Jonathan’s assistant, a video editor, will work on this project. Discussion reviewing and approving video before posting on website.

7. Old Business
7.1 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan
Strategic Plan data will be transferred to a presentation format similar to Sonoma’s Strategic Plan. It was suggested that Trustees encourage folks to consider the Law Library in their IRS distributions. Discussion regarding additional fund-raising ideas. Bill distributed a summary of his plan for developing a program for providing assistance to self-represented litigants.
7.2 Discuss and Approve Purchase of Publications Recommended by Finance Committee from Proposal for Expenditures and Increase in Reserve Fund dated November 20, 2018
Kristine moved that the Law Library purchase, in an amount up to $10,000, the following publications recommended by the Books, Tables and Chairs Committee and endorsed by the Finance Committee in their written reports to the board:
• CA Forms of Pleading and Practice - $4,726.50 (approximate cost)
• Nolo Press multiple volumes - $1,832.91 (approximate cost); See Nov. 20, 2018 Proposal for Expenditures for list of each book title.
• Pro Se Publications - $911.01 (approximate cost)
• National Consumer Law Center “NCLC” Digital & Print - $1,820
• Nutshell Series multiple volumes - $528 (approximate cost); See November 20, 2018 Proposal for Expenditures for list of each book title.

8. New Business

8.1 **Closed Session: (Gov. Code §§ 54950 – 54963)**
Discussion Regarding Public Employee Performance Evaluation
California Government Code §54954.5(e), 54957(b)(1)
Title: Law Library Director

8.2 **Reconvene Open Session: (California Gov. Code § 54957.1(a)(5))**
Make Announcement Regarding Action Taken in Closed Session, if any, and Report Vote, if any, Regarding Performance
Title: Law Library Director
The trustees passed Resolution 2019-1, authorizing the Law Library Director to work up to 40 hours per week as necessary to meet the demands of Lawyers in the Library and the monthly Board Meeting. Another closed session meeting has been scheduled for next month to discuss the Law Library Director's performance evaluation.

9. Board Members’ Suggestions for Next Month’s Agenda
• Performance Evaluation – Personnel Committee
• New Americans Campaign in Marin County – possibility of workshop at Law Library
• Finance Committee

10. Adjournment
All relevant business having come before the board, Donald moved to adjourn and Sam seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:30 p.m. The next board meeting will be held on Tuesday, February 19, 2019 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.
President, Board of Trustees

Laurie Vaala Olsen, Ex-Officio Secretary