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 17, 2018 at 5:15 p.m.

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

Call to Order

Board President Sam Ware called the meeting to order at 5:18 p.m. and thereafter presided.

1. Approval of Minutes

Jonathan moved for approval of the March 2018 Minutes as presented; Emily seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention because Denise did not attend the March meeting.

2. Open Forum - There were no comments.

3. Financial Report

3.1 March 2018 Fiscal Report
Laurie presented the March 2018 Fiscal Statement. She noted that we are running a $5,500 deficit for the year-to-date budget. This is in part attributable to excess expenses incurred for IT labor to troubleshoot vexing software problems on the public access computers, maintenance of the copy machines, and legal publication subscription expenses that were higher than projected. The Unrestricted Fund Balance as of April 11, 2018, was $71,448.25.

3.2 April 2018 Warrants
Laurie presented the April 2018 Warrants and elaborated on the atypical expenses. Kristine moved for approval of the warrants as presented, and Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.
4. **Librarian's Report**

Laurie reported that CCCLL's request for funding for County Law Libraries in the Governor's 2018 Budget has been placed on the agenda for a hearing on April 19th before Senate Budget Subcommittee #5 on Corrections, Public Safety and the Judiciary. She is planning to attend the hearing to testify in support of the $16.5 million funding request. Laurie also reported that IT Support has made progress updating two of the public access computers with the Windows 1709 Update, and installation of the 1709 Update on the other two public access computers has been scheduled. Reference Librarian Steve Feller has been elected to the position of “Member-at-Large” for NOCALL (Northern California Association of Law Librarians, which includes law librarians in academic institutions, private practice law firms and county public law libraries in Northern California). Laurie also reported that she has located a volunteer with over 20 years of experience to facilitate the Strategic Plan Meeting on May 12.

5. **Reports of Special Committees**

5.1 **Lawyers in the Library**

Emily reported that she has received 40 RSVPs for the April 23 Event, including 3 RSVPs from judges. Preparations for the event are well in order. She also reported that the last Lawyers in the Library clinic went very well.

5.2 **Outreach**

Jonathan reported that Brandon Barber has accepted a position in Australia but will complete the hours remaining under his contract with the Law Library before he leaves in August. Sam inquired about having Brandon debrief us regarding the work he has completed to date.

5.3 **Patron/Technology Standards Committee — See item 6.1**

6. **Old Business**

6.1 **Discuss Patron and Technology Issues and Rules and Revisions to Law Library Policy Proposed by Patron/Technology Standards Committee and Approve Revisions**

Kristine presented a proposed one-page version of the Law Library’s Patron Rules of Conduct. Discussion ensued, which resulted in a revision to one item under the section entitled: “The Library Is Not Your Office”. Kristine stated that the long version of the Law Library Rules is a compilation of conduct and technology rules from multiple sources and requested that trustees review it and come to the May meeting with suggestions for revisions. Bill expressed concerns about various policies. Jonathan moved for approval of the one-page summarized Patron Rules of Conduct as amended; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6.2 **Discuss any Remaining 5-Year Strategic Plan Issues and Set Agenda for the Strategic Plan Meeting on May 12**

Laurie reported that she had located a volunteer facilitator with 20 years of experience for the Strategic Plan Meeting. She suggested the trustees may want to refer to the following documents to draft the 5-Year Strategic Plan at the Special Meeting on May 12: Development Plan submitted by Brandon Barber, Marin County Law Library Annual Report for Fiscal Year 2016-2017, Marin County Law Library Boards and...
Commissions Report for 2018-2020, and the Draft Strategic Plan dated December 2016. Laurie will check with other Law Libraries of similar size to see if they might be willing to share their Strategic Plan if they have one.

7. New Business

7.1 Discuss and Approve Minor Corrections to Projected Budget for 2018-2019 FY
Laurie presented the Amended Projected Budget FY 2018-19, noting the minor corrections. Kristine moved to approve Resolution 2018-1 Adopting Amended Marin County Law Library Annual Budget for Fiscal Year 2018-2019 (7/1/18 to 6/30/19); Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Discuss and Approve Resolution 2018-2 to Extend Health Insurance Coverage for Law Library Director for June 2018 through November 2018
Sam presented the issue and Kristine moved for approval or Resolution 2018-2 to extend Kaiser Health Insurance Coverage for the Law Library Director to include the period June 2018 through November 2018; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.3 Discuss and Approve Law Library Director’s Attendance at Budget Committee Hearing in Sacramento on April 19 to Testify in Support of CCCLL Request for $18.5 Million in Funding for County Law Libraries; Approve Related Travel Expenses.
Kristine moved to approve the Law Library Director’s attendance at the Senate Budget Committee Hearing in Sacramento on April 19 and to reimburse the Director for up to $125 in related travel expenses; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

8. Board Members’ Suggestions for Next Month’s Agenda
Denise suggested we discuss and approve a civic engagement program for Marin County school children modeled after Chief Justice Cantil-Sakauye’s civic education program, which may be found on the California Court News website. Sam requested that discharge of the Lawyers in the Library and Outreach Special Committees be included on the May Agenda.

9. Adjournment
All relevant business having come before the board, Kristine moved to adjourn; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:18 p.m. The next board meeting will be held on Tuesday, May 15, 2018 at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

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