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.

Monday, July 20, 2015, at 5:15 p.m.

Present: Steven Schoonover, Sam Ware, Elliot Bien, Alexandria Quam, Denise Bashline, Robert Begley, Trudy Verzosa and Laurie Vaala-Olsen, Acting Secretary.

Also Present: Bill Hale and Susan Windman.

Call to Order

Steven Schoonover called the meeting to order at 5:20 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The June 15, 2015 Minutes were circulated and reviewed.

Elliot requested that the Minutes be amended to state that Alexandria Quam and Trudy Verzosa were absent from the June 15, 2015 Board Meeting, and patron Stephanie Harcourt was present at the meeting.

Sam moved to approve the Minutes as amended, and Bob seconded. The motion passed, with 5 Ayes, 0 Noes and 1 Abstention.

2. Open Forum

Bill Hale reported on conference room rentals in Alameda County and suggested we could make a deal with the County to rent out their large conference room for some law library events and/or meetings. He also reported on the CEB Partner Program flyer that has been posted at Alameda, as well as the Westlaw classes that they offer and the State Bar materials that they distribute.

Bill also reported on the status of his pending litigation against the Law Library in Alameda County Superior Court.
3. Board of Trustees Matters

Alexandria reported that James Kim, the new Court Executive Officer, started on July 13. He is from Kings County in Washington State and so far seems great. There will be a public swearing in, but the date has not yet been determined for that.


4.1 June 2015 Fiscal Report

Laurie presented the June Financial Statement. The unrestricted fund balance as of June 30 was $59,509.40. There was a welcome increase in Filing Fee income in July; we received $16,095.27, which exceeded the projected amount by $2,000. The unrestricted fund balance on July 20, 2015 was $70,837.83.

4.2 Warrants

The Board reviewed a schedule of warrants for payment in July. There was a deferred Lexis Nexis payment of $4,656.45, as well as a current payment due Lexis Nexis of $2,912.19 on this month's warrant list, which Laurie recommended be paid. Sam pointed out that the subscriptions account is over budget by $5,000. Laurie recently met with Sam and received additional information from him about the subscription cuts to the West, CEB and Lexis Nexis accounts that were discussed by the board at its November 2013 board meeting, and which were supposed to have been implemented subsequent to that meeting. Pursuant to further review of the accounts, she discovered that three Lexis Nexis publications that were supposed to have been cut apparently were not cut, and two publications that were not supposed to have been cut were in fact cut. Laurie contacted the account representative to make those corrections but was told there would be charges for adding the two dropped publications to the current list. The combined charges would be an additional $1,244. The board did not want to add any costs to our current list so this has been put on hold for now. A copy of Sam's Lists are now kept at the front desk for reference when deliveries are made. Sam will meet with Laurie again to further review the subscriptions accounts. The warrant for High Tech is for technical support services for the 2015-16 fiscal year. The cost of technical support services for the first year was included in the cost of the copier contract with Inland. Elliot moved, and Alexandria seconded, the motion to approve the July Warrants as presented. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

5. Librarian's Report

5.1 Employment Search for Part-time Library Assistant

Laurie reported that she has hired Kelly McKenna as a second part-time assistant. Kelly is a recent business graduate of San Francisco State who is interested in attending law school. She has administrative experience as well as experience in landlord tenant matters, and she has taken several paralegal classes. Kelly will be working Mondays, Thursdays, and Fridays.
5.2 Laurie’s Vacation.

Laurie reported that she will take a vacation from August 16 through the 22nd. Kelly will cover Laurie’s schedule on Monday, Wednesday, Thursday and Friday, and Suzan will cover Tuesday morning and early afternoon. Robert will work his regular schedule and our volunteers will be able to provide breaks for the staff when they work their assigned days. A copy of the August 17-22 schedule has been posted at the front desk.

Laurie also reported that the Healthy Work Places Healthy Families Act of 2014 took effect July 1, 2015, and requires that the Law Library provide three days of paid sick leave each calendar year for our employees. The County will track the earned sick days on the payroll reports.

Laurie also proposed to move the August board meeting up one week from August 17 to Monday, August 10th. The board agreed to the one-time change.

6. Unfinished Business

6.1 Discussion of Criteria for Hiring Permanent Law Library Director

The criteria for hiring should be discussed in open session, but discussion about a specific candidate must be done in closed session. The Law Library has a written Employment Policy which includes a description of the responsibilities of the Law Library Director. Bob stated that we always get hung up on how many hours we will be open and how much we will be able to pay. Steven said we will have to hire a Law Library Director on the basis of the money that we presently have. Alexandria thought we should have a discussion about what we see happening long term before she puts in a lot of hours to analyze how we could cut hours to facilitate an increase in the pay we can offer for the position. Elliot thought we were going to talk about cutting hours to make an increase in the pay possible. He thought we were eager to get the permanent hire process going. Steven thought we should conduct a search within the next month or two if we are going to do it. Elliot thinks we should consider amending the way we spend the money we have now to facilitate an increase in pay.

Alexandria reported that pursuant to her survey of similar size law libraries, the average hours of operation for the other law libraries is approximately 36.5 hours per week compared to the 55 hours per week that we are open. The basic question that must be addressed is whether or not we are going to open up the position. Then, we must determine how many hours per week the director will work and at what rate of pay. Basically, we pay half of what other law libraries of similar size pay. The Sonoma County Law Library Director earns $40 to $45 per hour for a workweek that is less than 40 hours; Sonoma is open 8:00 a.m. to 3:30 p.m. Monday through Friday. She receives benefits, including partially paid health care, a County retirement package and deferred compensation. Alexandria said she does not want to do extensive research about the position if we are not going to open up the position. If we do a search, we will have to conduct it with our current low hourly rate and long hours. Another option is to make Laurie’s position permanent. As long as Alexandria has been on the board, the position
has been handed down internally. The question was posed regarding whether it is a legal requirement to open up the position.

Bill stated that the board needs to consider Jason's return. He said he will go for an injunction against the Law Library if the board starts to move in another direction. Jason is willing to return. Bill believes it is irresponsible not to consider that.

Susan Windman thinks the Law Library should wait until the pending litigation is resolved before moving ahead with a decision about hiring a new Law Library Director. She does not see what the huge urgency is.

Elliot said he thinks the discussion deserves a closed session at the next meeting to discuss whether to conduct a search or not, and that involves talking about Laurie as well. That is a personnel question that may justify talking in a closed session.

Steven said he would talk to the Law Library's attorney about such a discussion.

Susan Windman stated that the law library might want to avoid closed sessions on this topic as the urgency is not apparent to her.

Steven asked Trudy if she could come up with some numbers regarding what cost savings the Law Library would get for each hour we cut. He requested that she prepare an analysis of a hypothetical where the Law Library is closed on Friday every week. Elliot wants the study to include how the cost savings would shake out for each staff member in terms of increasing their pay.

Alexandria has prepared a job announcement and proposed hiring protocol regarding the hiring process. Bob is working on the job description. Alexandria said she would send them to Laurie for attachment to the Minutes for the August meeting. They were referenced in prior Minutes. Alexandria may not be at the next meeting, but Bob will be there. Denise requested that it be sent out as soon as possible so the people who will not be at the next meeting can take a look at it as well.

6.2 Discussion Regarding Existing Patron Rules of Conduct and Whether any Revisions to Rules May Be in Order

Bill Hale said he thought the patron rules could be presented in a friendlier tone. Bob thought that the tone of the patron rules was fine, as it is only the patrons who abuse the rules that need to be reminded of them. He does not see a need to change the existing rules. Sam feels that the rules are sufficient. Laurie expressed concern about the number of large bags that some patrons bring to the Law Library. Susan Windman urged the board to focus their concern on patrons who are agitated and who may pose a threat to other patrons. She thinks the rules are draconian. Trudy inquired whether existing rules 13, 15 and 16 might interfere with the use of the conference room when it is rented. It was determined that they do not. Elliot moved, and Bob seconded, that we retain the current Marin County Law Library Patron Rules of Conduct. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.
7. **New Business**

7.1 **Discussion and Action Item:** Request to Reschedule August Board Meeting from Third Monday of Month to Another Date in August.

The board members agreed that it is not necessary to vote on changing the date of a board meeting when it is for a single meeting. The board agreed to move the date for the August meeting from August 17 to Monday August 10.

8. **Adjournment**

All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Bob seconded. The meeting was adjourned at 6:36 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, August 10, 2015, at 5:15 p.m.

Respectfully submitted,

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Steven Schoonover, President    Laurie Vaala-Olsen, Acting Secretary