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, May 16, 2016, at 5:15 p.m.

Present: Sam Ware, Denise Bashline, Alexandria Quam, Jonathan Frieman, Robert Begley and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Jacqueline Grossman, Bill Hale and Sheila Lichtblau, Esq.

Call to Order

Sam Ware, the Board’s President, called the meeting to order at 5:16 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The April 18, 2016 Minutes were reviewed. Jonathan moved for approval of the Minutes as presented. Denise seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention by Alexandria because she did not attend the April Board Meeting.

2. Open Forum

There were no comments from the public. Sam pointed out Jackie Grossman’s presence and thanked her for the donations of numerous current legal publications to our law library from the Kilpatrick firm in San Francisco.

3. Financial Report

3.1 April 2016 Fiscal Report

Laurie presented the May 2016 Fiscal Statement. The Unrestricted Fund Balance as of May 16, 2016 is $59,176.65. Year to date balance is $18,410.28. Our monthly expenses exceeded our projections in part due to pay increases for Laurie and Robert that were retroactive to February 1, as well as it being the first full month that Bettina has been on board. There was also a quarterly insurance payment last month. However, if you look at the year to date expenses for April, we are well under what we projected and almost $3,000 above the revenue we had anticipated receiving year to date. Laurie pointed out that our May filing fee income of $15,925.91 was almost $1,000 more than the $14,594.61 we had received the previous year.
3.2 May 2016 Warrants

Laurie presented the list of May 2016 Warrants. She stated that all of the warrants were standard expenses, with the exception of the payment for our annual subscription to The Recorder legal newspaper. The payment to Chien Liew for the Trend Security Systems is for renewal of the anti-virus software that we use on our computers. The payment to U.S. Bank is for purchases made with the Cal Card, which is for petty cash expenses. Robert moved to approve the warrants as amended, and Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

Acquisition of Books from Kilpatrick Law Firm thanks to Jackie: Laurie reported that she had recently traveled to San Francisco to meet with Jackie Grossman at the Kilpatrick Law Firm and box up current legal publications that the firm was discarding due to downsizing. We are grateful to Jackie for the 12 boxes of books we received, which served to update publications we had discontinued due to budget constraints, including Cal Jur, Legal Malpractice by Mallen, Restatements of the Law and numerous federal law practice guides.

Staff Training on MUNIS: Both Bettina and Robert will attend 5 hours of training on accounts payable and journal entries in the new accounting system that the County will implement on July 1. The trainings are held off site, so they will be attending on days that they are not normally scheduled to work. That will cost the Law Library an extra $156.25. Laurie will attend 13 hours of training in accounts payable, journal entries, budget transfers and amendments, process approvals, inquiries and reports.

State Bar of California Pamphlets: Thanks to Bill’s heads up to us about various publications available free from the California State Bar Association, we now have the three pamphlets that Bill showed us at the last board meeting, including two in Spanish. We also have three other pamphlets for the public which are on display at the front desk, and information about five additional pamphlets which are available only online, which Laurie plans to put on our website via a link.

6. Old Business

6.1 Closed Session: [Gov. Code sections 54950 – 54963]
Conference with Legal Counsel – Existing Litigation
California Government Code section 54956.9(a)
Name of Case: Hale v. Marin County Law Library Board of Trustees
Marin County Superior Court, Case No. 1404780
Alameda County Superior Court, Case No. RG15755355

Sam proposed to take the closed session item out of order. Since there was no objection to doing so, Sam excused the public from the meeting. County Counsel Sheila Lichtblau then met with the board of trustees.
Reconvene at Conclusion of Closed Session
California Government Code section 54957.1
Report on Action Taken in Closed Session, If Any

Sam reconvened the open meeting and stated there was no action taken in closed session and therefore nothing to report.

5. Reports of Special Committees

5.1 Report from Subcommittee on Lawyers in the Library

Alexandria referred trustees to the memo summarizing the May 11th meeting of the Lawyers in the Library Committee. Marie Barnes, a volunteer attorney with the Contra Costa County Lawyers in the Library program and Patricia Medina, Outreach Coordinator for the Marin County Bar Association ("MCBA"), have been tasked with reaching out to the legal community to ascertain if there is interest, and if so, what concerns the attorneys may have about volunteering. Laurie, Alexandria and Denise will create the structure for the program, the forms the lawyers will use to sign up, and ideas for how to market the service to the community. Alexandria also reached out to the MCBA Law Library Liaison, who will be very helpful. Alexandria further reported that there seems to be a bit of hesitation on the part of the bar association, but we will do our best to rally the bar's participation. Robert inquired about the malpractice insurance issue. Alexandria stated that each volunteer will be required to carry their own malpractice insurance if they wish to participate in the program. Denise reported that the attorneys volunteering in the Sacramento program do not give advice, but instead characterize their assistance as "issue spotting and referral". The next meeting has not been scheduled yet, but we will meet again to move forward once we have completed our respective tasks.

5.2 Report from Subcommittee on Outreach

Denise stated that the committee members met and discussed the items in her report, especially utilizing social media outlets Facebook and LinkedIn. Denise would like to meet with Law Library Staff to get this work up and running so we can start linking with other like-minded entities. Undertaking these social media efforts at the initial levels are free. In regard to print media, Denise stated we could create templates for press releases, media updates and events hosted by the law library, which can be distributed to both legal and local newspapers free of charge. She also touched on the topic of various exhibitions that could be held at the Law Library, as well as the possibility of hosting a speaker series to inform and engage the public. Their committee discussed a tiered rollout of various events and ideas that are identified in her report to get the public into the Law Library as an initial step in developing a Friends of the Law Library fundraising group. She reported that Jonathan suggested we identify and compile a list of legal resource agencies in Marin County with whom the Law Library might be able to partner to expand our reach in providing legal services. Lastly, Denise spoke about ways the public could donate to the Law Library once we have created a Friends of the Library Charter. Elliot’s experience in grant-writing can also be well-utilized for the benefit of the Law Library. Jonathan added that Facebook is a great way to get people
to know about the Law Library by simply talking about what is going on at the Law Library. He also reported that ads on Facebook are very inexpensive and can be directed at specific groups of people. There was disagreement among board members about paying for ads on Facebook. Laurie reported that the board had been working on developing a strategic plan for the Law Library back in October 2014, but it was not adopted at that time. Laurie further reported that she has been contacted by an individual who is ready and willing to volunteer on fundraising efforts once the board completes its Strategic Plan.

Sam stated that the basic concept of the committee work is a joint venture, i.e. that it has an end to it. The Lawyers in the Library committee is still in its conceptual stage and not yet at the point where we can present a proposal to the board. Sam would like us to reach the point where the committees present proposals to the board for specific projects that the board can consider and vote on. Sam can then go to the board of supervisors or to the bar association with the respective proposal(s). Denise stated that her Outreach Committee Report, which was attached to the agenda packet, constitutes the final report for their committee. However, there is still work to be done by the Outreach Committee.

6.3 Discuss Current CEB Subscriptions and Reductions in the Collection

Sam directed the board members’ attention to a two page summary attached to the agenda packet which lists the CEB books frequently used by patrons and the CEB books seldom used by patrons, as reported by Law Library staff. We propose that the Law Library discontinue the annual print updates of the CEB publications that are seldom used by patrons and use the savings from doing so to purchase a subscription to CEB Onlaw, the electronic version of CEB’s practice guides. A subscription to Onlaw will give law library patrons access to every practice guide published by CEB. In addition, it will be available via Wi-Fi throughout the Law Library such that patrons will be able to access it on their laptops. Sam requested that the trustees review the lists and let the board know if they disagree with any of the entries.

6.5 Discuss and Approve Replacement of 4 Existing Public Access Computers with 4 Newer Computers

Sam reported that upon further inquiry to Chien Liew about the expected lifespan of the donated used computers that we are considering using to replace the existing computers, Chien stated he did not believe they would last 5 years. His revised recommendation was to purchase new equipment instead.

7.0 New Business

7.1 Discuss Law Library Assistant Robert Carrington’s Upcoming Jury Duty Service

Sam reported that Robert has received a summons to appear for jury duty on June 3 so the board must decide whether the Law Library will pay his wage during the hours he will be absent from work. Robert is on Social Security Disability in addition to the work...
he does at the Law Library. There was discussion regarding providing reimbursement to Robert that would be the prorated equivalent to what the board provided for the Director's jury duty service. Robert made a motion to reimburse Robert Carrington for up to 1.5 days of jury duty service, or 12 hours. Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6.4 Report on Inland Dispute and Replacement

Sam summarized the Inland situation; Inland has hired a collection agency which offered to settle the outstanding debt of $1,000 for $800. We do not agree with Inland's claim that we owe them $1,000 and Inland has refused to provide a written response to our written analysis of the disagreement. The contract with DeLage Landen for the lease of the equipment is separate from our contract with Inland. However, Inland owns the hardware that is attached to the computers that tracks the costs for copies and prints made on each piece of equipment. That hardware is expensive, so Sam proposes that we agree to settle for $800 provided we get to keep the chargeback hardware. It is not possible to clarify the contract or legality of the invoices because Inland refuses to provide the basis for their position in writing. We are only one [sic] year into the five year contract. The costs will go up soon because we have almost come to the end of the free copies we were granted. Sam said he will talk to them about settling, as he does not see any way that we can continue with Inland.

6.2 Discuss and Approve Resolution 2016-6 to Reimburse Law Library Director for Extra Hours Worked to Prepare for and Attend Monthly Board of Trustees Meetings in February and March Due to Staff Shortage

Robert moved to approve resolution 2016-6 to reimburse Director Laurie Vaala-Olsen for 17.5 hours of work that was necessary over and above her 35 hour per week regular work schedule in order to prepare for and attend the monthly board of trustees meetings for the months of February 2016 and March 2016. Jonathan seconded. Resolution was approved with 4 Ayes, 0 Noes and 0 Abstentions.

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

The board members would like the following items to be on the June Agenda: 1) the Strategic Plan that was being discussed by the trustees in the Fall of 2014.

9. Adjournment

All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Robert seconded. The meeting was adjourned at 7:15 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, June 20, 2016, at 5:15 p.m.

Respectfully submitted,

Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary

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