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

LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Monday, December 19, 2016 at 5:15 p.m.

Present:
Sam Ware, Elliot Bien, Jonathan Frieman, Tracy Barrett, Robert Begley and Laurie Vaala-Olsen, Ex-Officio Secretary.

Absent:
Alexandria Quam and Denise Bashline

Also Present:
Bill Hale and Alezz Laielen

Call to Order
Sam Ware, President of the Board, called the meeting to order at 5:20 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The October 12, 2016 Minutes were reviewed by the trustees. Jonathan moved for approval of the Minutes as presented; Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

1.2 The November 21, 2016 Minutes were reviewed by the trustees. Robert moved for approval of the Minutes as presented; Elliot seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention because Tracy was not at the November meeting.

2. Open Forum – Bill Hale suggested that the Director query board members in September regarding whether they will re-apply for their trustee positions when the end of their term is near to enable more time to find a replacement before they vacate the position.

3. Financial Report

3.1 November 2016 Fiscal Report
Laurie presented the November 2016 Fiscal Report. Monthly filing fee revenue was $14,026.49. Expenses were $12,473.99 resulting in a November balance of $4,873.83. The July 1 to November 30 2016 year-to-date filing fee revenue was $70,589.53 and expenses were $22,005.95, resulting in a year-to-date balance of $13,481.26. The Unrestricted Fund balance as of November 30, 2016 was $76,173.08. She noted that we are right about even with the November 2015 filing fee revenue.
3.2 December 2016 Warrants

Laurie presented the list of December 2016 Warrants. She pointed out that the $442.24 expense for Office Depot was for 2 toner cartridges, which used to be included in our service agreement with Inland. The $316.15 expense for Wolters Kluwer is the annual subscription fee for the three-volume Administrative Law Treatise. Tracy moved to approve the warrants as presented and Elliot seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

Laurie reported on several tasks that are part of a coordinated effort by California County Law Libraries to seek support for their request for a $16.5 million line item for California County Law Libraries in Governor Brown’s 2017 Budget.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Laurie gave a report in Alexandria’s absence. She stated that the program has been very successful and that volunteers at the November 10th program, the third since the program’s inception, assisted 14 patrons.

5.2 Report from Outreach Committee

Jonathan gave the report in Denise’s absence. He stated that he would like to secure a $5,000 grant for the Law Library to hire a consultant to engage in the type of outreach necessary to facilitate productive fundraising efforts. He has someone in mind and plans to invite the consultant for a Law Library site visit after the holidays.

5.3 Report from Paid Sick Leave and Employment Policy Committee

Chairperson

This item was addressed in item 6.3, Review of Wage Analysis Regarding Vacation Pay Benefits for Staff.

6. Old Business

6.1 Strategic Plan

Jonathan and Sam met to revise the existing Strategic Plan. Their revised draft was attached to the agenda packet. The bolded text reflects the old draft and the non-bolded text reflects revisions made by Jonathan and Sam. Jonathan stated that the Strategic Plan will form the basis of a Law Library fundraising appeal, which he hopes to launch in June 2017. Elliot suggested revisions to the first paragraph of the document to make it less political. Robert stated that the Board of Supervisors and the County have an
obligation to provide a place where the public can go to educate themselves about the efforts and decisions of their legislators, and that place is the Law Library.

6.2 Renewal of West Print Publications Contract

Sam reported on the status of contract negotiations with West. Finalizing the contract is dependent on the Law Library's receipt of some missing updates for one of the publications, so there is no proposal to present to the board at this time.

6.3 Review of Wage Analysis Regarding Vacation Pay Benefits for Staff

Sam stated that he had not yet had a chance to review Laurie's Budget Analysis Regarding Vacation Pay for Staff so he will report on it at the January 2017 meeting. He requested that Alexandria and Tracy review the analysis as well.

7.0 New Business

7.1 Reschedule January 2017 Board Meeting from January 16 (Martin Luther King, Jr. Holiday) to January 23

Laurie reported that the third Monday of January falls on the Martin Luther King, Jr. Holiday and requested that the board meeting be rescheduled to the following Monday on January 23. Elliot moved to reschedule the board meeting from January 16 to January 23. Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Review and Approve Resolution Requesting Inclusion of a Line Item for County Law Libraries in the Governor's 2017 Budget for Presentation to County Board of Supervisors

Sam introduced the resolution, which is a request for support from the Marin County Board of Supervisors for a $16.5 million line item for California County Law Libraries in the Governor's 2017 Budget. If granted by the Governor, the money would supplement current funding levels for each county law library to the amount of filing fee revenue received in 2009.

7.3 Consider and Approve Purchase of Advertisement Regarding Availability of Conference Room for Rent

Sam requested that the board consider purchasing an advertisement to promote the availability of the Law Library's conference room for rent. Laurie will look into the cost of advertising in the Marin County Bar Association Newsletter.

7.4 Consider and Approve Resolution 2016-9 to Pay Holiday Bonuses

Sam proposed that the trustees consider and approve Resolution 2016-9 to pay December 2016 holiday bonuses to Law Library Staff in the amount of $100 each, to the Law Library Director in the amount of $300, and to Suzan Sharpay, a longstanding volunteer who has covered the front desk for staff vacations on numerous occasions, in
the amount of $100. Elliot moved to approve Resolution 2016-9 as presented by Sam. Tracy seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

8.0 Board Members’ Suggestions for Next Month’s Agenda

The trustees requested that the following items be placed on the January 2017 Agenda: a) Sam’s requested proposal to purchase a laptop for the Law Library, b) a resolution to acknowledge the service of the departing board members, c) a resolution regarding vacation pay for staff, d) a status report regarding candidates for replacement of trustees, and e) the purchase of an advertisement regarding rental of the conference room.

9. Adjournment

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Tracy seconded. The meeting was adjourned at 6:35 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, January 23, 2017, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Qlsen, Ex-Officio Secretary