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, February 27, 2018 at 5:15 p.m.

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

Call to Order

President Sam Ware called the meeting to order at 5:17 p.m. and thereafter presided.

1. Approval of Minutes

Donald Drummond moved to approve the January 2017 Minutes as presented, Kristine Cirby seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum

Moti Zainalizadeh stated that the Law Library needs to do more to assure the security of patron’s documents and patron safety.

3. Financial Report

3.1 January 2018 Fiscal Report

Laurie presented the January 2018 Fiscal Statement. The Year-to-Date Balance was $3,155.22 and the Unrestricted Fund Balance was $66,227.00. Revenue was down slightly.

3.2 February 2018 Warrants

Laurie presented the February 2018 Warrants, and reported on the atypical expenses. Kristine recommended that the Law library pay the full amount of the balance due on the SPTJ December 2017 invoice, which was $1,215. Kristine moved to amend the warrants to include the $1,215 payment to SPTJ; seconded by Denise. Jonathan moved to approve payment of the February 2018 Warrants as amended and Kristine seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.
4. **Librarian's Report**

Laurie welcomed Jonathan and Tracy to their third terms on the board of trustees, having been reappointed recently by the board of supervisors. Laurie also reported that SFSU Paralegal Studies Program student Joanne Hernandez began an internship with the Law Library in February. In addition to general law library tasks, Joanne will work on several projects. Further, Laurie reported that the Law Library presently has 3 volunteers and that she is looking for 2 more volunteers to perform data entry work. Laurie then provided an update on the status of IT work on the public access computers, which has been a problem for over one month. The Law Library has been added to the Marin County Online Community Resource Guide. Last, she reported that CCCLL is proceeding with steps to secure the FSCS codes from the State Library, which will give us access to Tech Soup and other vendors that provide deep discounts to charitable organizations and libraries.

5. **Reports of Special Committees**

5.1 **Lawyers in the Library**

The February 22 clinic was canceled for lack of volunteers because of ski week. The Lawyers in the Library Attorney Volunteer Appreciation event will be held at 5:30 p.m. on Monday, April 23, 2018 at the Law Library. It will be an invitation only event and the Law Library will close early that day. Emily and Jonathan will coordinate the planning details.

Emily also reported on revisions to two LITL forms; the Program Flyer and the Exit Survey, to clarify the policy about how frequently patrons may use the program.

5.2 **Outreach**

Jonathan has been working with Emily on preparations for the LITL Attorney Volunteer Appreciation Event. He has secured donations of food from United Markets with back-up by Good Earth, donations of beer, and is working on securing donations of wine.

5.3 **Personnel and Benefits**

Tracy stated that at the time health care coverage was put in place for the director the trustees decided that it would be revisited in May 2018 to analyze whether the budget would support continuation of the coverage. The Personnel and Benefits Committee was then dissolved by Sam.

5.4 **Patron/Technology Standards Committee**

Kristine agreed to draft a new patron/technology standards policy that is more user friendly and clear, which she will have ready for the March Board Meeting.

6. **Old Business**

6.1 **Discuss and Approve Budget for Appreciation Event for Lawyers in the Library Attorney Volunteers.**

Friends of the Marin County Public Law Library will write letters about the volunteer event to Costco and Trader Joe’s, who then will provide a small financial credit toward our purchases at their stores. Emily and Jonathan will work out the details. Kristine moved to
authorize a budget up to $500 to host this event; Tracy seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

6.2 Discuss and Approve Procurement Policy.
Donald met with Laurie to review the policy. He invited input from the board. Tracy moved to approve the Procurement Policy as presented. Emily seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

6.3 Review, Discuss and Approve Marin County Law Library 2018-2020 Boards and Commissions Report to County of Marin.
Kristine moved for approval of the MCLL 2018-2020 Boards and Commissions Report as presented; Donald seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

6.4 Discuss and Approve Date for Special Meeting to Prepare Law Library Five Year Strategic Plan.
Kristine recommended that the trustees use a facilitator to assist with creation of a Strategic Plan. Laurie will check with CVNL to see if we can get a volunteer to facilitate. Kristine moved to tentatively schedule May 12 for a one-half day planning session to draft a 5 Year Strategic Plan. Denise seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

6.5 Discuss and Approve MCLL Acquisitions Wish List to be Posted on Law Library Website.
Laurie stated a draft of a Wish List was attached to the agenda packet and invited feedback from the trustees. Denise moved to add the Wish List as presented to the Law Library website, to be managed by the Law Library Director; seconded by Tracy. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

6.6 Discuss Friends of Marin County Public Law Library Fundraising Efforts.
Jonathan reported that he has been working on the fundraising aspect of the Attorney Volunteer Appreciation Event to be held in April, in particular invitations for the non-Attorney Volunteers.

7. New Business

7.1 Discuss and Approve Purchase of Associate Membership in Marin County Bar Association for Law Library Director.
Kristine moved to purchase an Associate Membership in MCBA for the Law Library Director at a cost of $95 per year; Denise seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

7.2 Discuss and Approve Changes to Marin County Law Library Bylaws.
Laurie presented each change to be made to the MCLL Bylaws. Tracy moved to approve amendments to MCLL Bylaws as presented in the January 30, 2018 email from Laurie to the trustees, which was attached to the agenda packet. Emily seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.
8. **Board Members' Suggestions for Next Month's Agenda**  
   a. Closed Session to address complaints about Staff regarding Law Library issue and Lawyers in the Library issues.  
   b. Donald suggested we will need to spend a fair amount of time discussing plans for the Lawyers in the Library Event, the meeting to draft a Strategic Plan, and the Projected Budget for Fiscal Year 2018-2019.  
   c. Kristine suggested that we submit written reports for all committees and for Laurie's Librarian's Report as well.  
   d. Kristine will research and report on what is involved in preparing a strategic plan.

9. **Adjournment**  
   All relevant business having come before the board, Kristine moved to adjourn the meeting and Tracy seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:38 p.m. The next board meeting will be held on Tuesday, March 20, 2018 at 5:15 p.m.

Respectfully submitted,

[Signatures]

Sam Waren, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary