Minutes of 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, November 26, 2019 at 5:15 p.m.

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

President Jonathan Frieman called the meeting to order at 5:15 p.m. and thereafter
presided.

1. Approval of Consent Items
   1.1 October 15, 2019 Minutes – Sam moved for approval of the consent agenda as
   presented, Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum: No comments.

3. Financial Report
   3.1 October 2019 Fiscal Statement - The actual year-to-date budget balance as of
   October 31, 2019 was $124,477, with revenue of $14,530 and expenses totaling $13,880.
   Filing Fee Revenue for October was $13,045.80, and for November was $14,564.37. The
   revenue total for July through October 2019 was $74,071; expenditure total for July
   through October was $54,666. The Unrestricted Fund Balance as of November 26, 2019
   was $128,079.88.
   3.2 November 2019 Warrants
   The atypical expenses on the Warrants list were $212.52 to the Director for travel
   and meals to attend the CCCLL Fall Meeting in Modesto, $300 to Media Flex for annual
   renewal of the program that hosts the Law Library’s online catalog, and $9,54.82 for
   salaries because there are three pay periods in November. Sam moved for approval of
   the November 2019 Warrants as presented; Kristine seconded. Motion passed with 5
   Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report - In addition to the written report attached to the November 26,
   2019 agenda packet, Laurie reported that one staff member will take personal leave in
   December and that other staff members will cover his schedule, except on 12/23, when the
   Law Library will have to close early at 5:30 p.m. Laurie requested that the Law Library close
   for the entire day on 12/24, Christmas Eve, and 12/31, New Year’s Eve, since the operating
   hours of 8:30 to noon are so short that it hardly makes sense to schedule staff on that day.
5. Reports of Special Committees & Liaisons
   5.1 Civic Engagement – Denise reported that Elissa Lasserre of New Beginnings Law Center will speak at the December First Thursday event and MCLL Staff will speak about Law Library resources for consumer credit and other financial issues in January.
   5.2 MCLE – Jonathan reported that pursuant to a conversation he had with Mee Mee, the Law Library can partner with MCBA to present MCLE courses and split the proceeds.
   5.3 Liaison to Lawyers in the Library Program – Jonathan met with Mee Mee regarding the challenges of the program, including volunteer recruiting. Kristine will report back on this matter following her participation in the next MCBA board meeting. Sam sees LIL as triage; we provide the assistance that is urgent and refer participants elsewhere for more involved legal assistance.
   5.4 Liaison to Friends of Marin County Law Library – The fundraiser has been moved to Spring 2020 and that a date has not yet been selected.
   5.5 Video Editing – Jonathan provided to Laurie a flash drive with 2 videos on it.

6. Old Business
   6.1 Discuss Action Items from Special Board Meeting Regarding MCLL 5-Year Strategic Plan – Uncompleted items include the list of 5 potential donors from each trustee and the logo contest guidelines. Sam will consult with Tracy about the logo contest. Kristine suggested sending logo contest guidelines to middle school, high school and college art students.
   6.3 Discuss Spring Fundraiser – Tabled.

7. New Business
   7.1 Discuss Renewal of Forms of Pleading and Practice - Renewal of California Forms of Pleading & Practice will cost $6,265. Laurie suggested that we renew either California Points and Authorities or California Legal Forms: Transaction Guide, both of which have not been updated since July 2016. Sam will meet with the Books, Tables & Chairs Committee to discuss the Law Library’s Collection and how to proceed.


9. Adjournment
   All relevant business having come before the board, Sam moved to adjourn; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. Meeting was adjourned at 6:19 p.m. The next board meeting will be December 17, 2019 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.

Laurie Vaala-Olsen, Ex-Officio Secretary

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