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, September 18, 2018 at 5:15 p.m.

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

President Jonathan Frieman called the meeting to order at 5:18 p.m. and thereafter presided.

1. Study Session: Brown Act Presentation by Marin County Counsel Stephen Raab
   Marin County Counsel Stephen Raab gave a presentation on Brown Act requirements regarding committees, meetings, agendas and communications. He began by stating that the Brown Act covers legislative bodies, which is defined very broadly. He provided the statutory definition for a meeting and elaborated on the two types of meetings prohibited by the Brown Act that a trustee could inadvertently engage in; daisy chain and spoke of wheel. He also discussed the difference between standing committees and ad hoc committees. Further he spoke about dissemination of information from Law Library Director to Trustees and the distinction between acceptable and unacceptable communications between trustees. He also discussed posting requirements for agendas for various types of meetings, as well as public comment time and ADA requirements for meetings.

2. Approval of Minutes
   2.1 August 2018 Minutes
   Laurie presented the August 2018 Minutes. Denise requested that "consider implementing the use of Fastcase" be removed from the first sentence in item 8, Board Members' Suggestions for Next Month's Agenda, and that "the Law Library reach out to Fastcase to see if they would donate to us" be inserted in its place. Bill Hale stated that Elmer Jan's last name is spelled with one "n", not two, in item 2, Open Forum. Emily moved to approve the minutes with the two amendments; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention because Kristine was not at the September meeting.
3. **Open Forum**
   Bill reiterated his recommendation that the Law Library Director contact Elmer Jan regarding the Marin County Sheriff’s response to calls for assistance with disruptive patrons.

4. **Financial Report**
   4.1 **August 2018 Fiscal Report**
   Laurie gave the August 2018 fiscal report. The Unrestricted Fund Balance on August 1, 2018 was $49,954.54 and on August 31 it was $42,304.72. As of September 18, 2018, the Unrestricted Fund Balance was $42,304.72.
   4.2 **September 2018 Warrants**
   Laurie presented the September 2018 Warrants, stating that Marin Copier must be added to the list because it arrived after the agenda was posted. The charge by Marin Copier was $225, which increased the Warrants Total to $9,602.39 and Total Expenditures to $15,431.39, leaving a Remaining Cash Balance of $26,8873.33. Tracy moved to approve payment of the September 2018 Warrants in the amount of $15,431.39, as amended; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5. **Librarian’s Report**
   **State Funding for California County Law Libraries** - Laurie reported that the state would be sending out the supplemental funding checks in September; Marin will receive $78,109.
   **CCCLL Meeting in Los Angeles** – Laurie also reported on the CCCLL Fall Meeting held September 16-17 in Los Angeles. CCCLL membership approved a three-part statewide project to: (1) make forms packets available publicly on the CCCLL website, organized by subject and jurisdiction, (2) post tutorial videos created by various CCLLS on the CCCLL website or a law library video channel, and (3) to promote Ask Now, a live chat connection with county law librarians which can be accessed from the California Courts website and other locations. Each county law library will donate 1 percent of their supplemental funding to pay for the statewide project; Marin’s share will be $781. Each law library gave a brief update on notable events in the past 6 months, including how they plan to spend some of the supplemental funding; typical expenditures will be for increasing operating hours, expanding programming, scheduling deferred maintenance for those law libraries that own their own buildings, increasing staff salaries and benefits, and hiring consultants or a web develop to improve their websites.
   **Donation to Law Library** – Vine Connections in Sausalito donated the conference room table and 12 swivel chairs. Thank you Bill Hale for bringing its availability to my attention.

5. **Reports of Special Committees & Liaisons**
   5.1 **Report from Patron/Technology Standards Committee** – No Report.
   5.2 **Report from Law Library Video Editing Committee**
   Tracy reported that the committee decided to post the video created by a volunteer that is primarily about the Lawyers in the Library program. They plan to create more videos about the Law Library in general.
   5.3 **Report from Law Library Civic Engagement Program Committee**
   Denise said her committee had nothing to report but will be working on this going forward.
   5.4 **Report from Liaison to Lawyers in the Library Program**
The program continues to be well-attended by the public and going well.

5.5 Report from Liaison to Friends of Marin County Law Library

Jonathan reported that the Friends Group is procuring D&O Insurance and that he continues to search for additional board members. Pursuant to conversations he has had with the Program Director at the Marin Community Foundation, who handles legal matters and is familiar with the justice gap study, MCF does not have a strategy regarding self-represented litigants.

6. Old Business

6.1 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan – Tabled until October meeting.

6.2 Discuss and Approve Fiscal Year 2017-18 Annual Report to Board of Supervisors

Kristine moved to approve the FY 2017-18 Annual Report as written with the Director’s authority to make corrections of typographical errors; Denise seconded. Motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

7. New Business

7.1 Discuss and Approve Renewal of Liability Insurance for Lawyers in the Library Program

Laurie reported that she had not received the quote yet, but that last year’s premium was $1,464.66, half of which was paid by the MCBA. She expected the quote would be close to the same amount as there have been no claims made against the policy. Kristine moved to approve renewal of liability insurance for Lawyers in the Library up to $1,600; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Discuss and Approve Renewal of Kaiser Medical Coverage for Law Library Director

Laurie reported that the premium for the same HMO Silver 70 Plan will increase 7.6% from $778.66/month to $837.73/month. Tracy proposed that the Law Library pay the entire premium. Discussion ensued. Tracy moved that the Marin County Law Library pay the entire premium for the Kaiser HMO Silver 70 Health Care Plan for the Law Library Director for December 1, 2018 through November 30, 2019; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.3 Discussion Regarding Workload and Compensation of Law Library Director

Tabled until October Board Meeting.

7.4 Designate Trustee to Sign Documents in Absence of President and Vice-President

Tabled until October Board Meeting.

7.5 Approve Certificates of Recognition for Bettina Voelk and Ulla-Britt Jonsson

Kristine moved for approval of Certificates of Recognition for Bettina Voelk and Ulla-Britt Jonsson; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.6 Discuss and Approve Increasing Fees for Checking Out MCLE CDs (Non-Participatory Credits) and Discuss Possibility of Offering MCLE Courses (Participatory Credits) at Law Library

Laurie stated that we currently allow attorneys to check out CLE CDs at a cost of $5 per unit of credit for a period of two weeks. Kristine suggested that we raise the rate to $20 per unit of credit. Discussion ensued. Denise moved that we raise the cost for checking out CLE CDs for a period of 5 days from $5 per unit to $10 per unit; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.7 Discuss and Approve Purchase of Subscription to Fastcase, a Legal Database
Laurie reported that a subscription to Fastcase will cost $1,000 per year for 1 seat accessible on 1 public access computer or $1,250 per year for 1 seat that is accessible on all public access computers. Discussion ensued. Tabled until October Board Meeting.

7.8 Discuss and Approve Discounted Rates for Rental of Conference Room by Pro Bono Attorneys

Tracy reported that often there is no place at the Civic Center for ADI attorneys to meet with their clients following court hearings. Since the fees they receive for these cases are lower than the standard hourly rate, she would like the Law Library to rent the conference to ADI Attorneys at a discounted rate and suggested $10 for one-half hour appointments. Discussion ensued. Tracy moved that the Law Library allow ADI Attorneys to rent the conference room for $10 for half an hour; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

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

Kristine suggested that we have a resolution regarding public comment, a resolution about designating another trustee to sign documents in the absence of the President and Vice-President, and a closed session regarding the Director's compensation and workload. We may need to amend the Bylaws regarding public comment.

9. Adjournment

All relevant business having come before the board, Jonathan moved to adjourn; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:42 p.m. The next board meeting will be held on Tuesday, October 16, 2018 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.

Laurie Vaala- Olsen, Ex-Officio Secretary