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 19, 2017 at 5:15 p.m.

Present: Sam Ware, Jonathan Frieman, Tracy Barrett, Alexandria Quam, Emily Vance, Donald Drummond, and Laurie Vaala-Olsen, Ex-Officio Secretary
Absent: Denise Bashline
Also Present: Bill Hale, Moti Zainalizadeh, Jaftha

Call to Order

President Sam Ware called meeting to order at 5:18 p.m. and thereafter presided.

1. Approval of Minutes

1.1 The August 15, 2017 Minutes were reviewed by the trustees. Tracy moved for approval of the Minutes as presented. Jonathan seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum

Bill requested that more notice be provided for posting the agenda packet. Laurie pointed out that the amount of notice provided from the date the agenda packet is posted did not change when the monthly board meeting was moved to Tuesday evenings. Ms. Zainalizadeh said she is writing up some concerns that she has and will present them to Sam in a few days.

3. Financial Report

3.1 August 2017 Fiscal Report

Laurie presented the August 2017 and July 1, 2017 to August 31, 2017 Year-to-Date Fiscal Statement. The Unrestricted Fund Balance as of September 13, 2017 was $57,055.68. She noted that the Law Library is ahead of revenue projections by roughly $3,000.

3.2 September 2017 Warrants

Laurie presented the September Warrants, noting that the Law Library had several large expenses this month; they included SPTJ (new computers), Branden Barber and Associations (fundraising consulting services) and renewal of the Lawyers in the Library liability insurance (half of which will be paid for by the Marin County Bar Association).
Discussion ensued. Tracy moved for approval of the warrants as presented. Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

4.1 Staffing update – Laurie is continuing to interview candidates. She and Robert have been covering for Bettina’s hours.

4.2 Computer Replacement Update – The public access and front desk computers have been installed, configured and connected to the printers and copiers. Westlaw is now available on each of the public access computers for easier access; when both seats are in use further access will be denied. Chien will install and configure Laurie’s computer after the board meeting.

4.3 CCCLL Fall 2017 Meeting Report – Laurie reported on the issues discussed at the CCCLL Fall Meeting, highlighted developments in some of the other county law libraries and stated that Bonnie Hough was the featured speaker.

4.4 Holiday Hours – Laurie will take vacation from December 19 through December 26 this year. Robert and Bettina can cover Laurie’s hours except for Tuesday, December 26, so the Law Library may have to close that day or be open for reduced hours unless a new part-time assistant has been hired by that time.

5. Reports of Special Committees

5.1 Lawyers in the Library

Alexandria reported that she had tendered her resignation from the board; this is her last meeting. Emily expressed interest in taking Alexandria’s place as the Attorney Coordinator for the program. Tim Nardell will replace Larry Strick as the Bar Association contact because Larry is stepping down from the MCBA board.

5.2 Outreach

Jonathan reported that he has recruited two directors for the Friends Board and has invited Court Executive Officer James Kim to the Law Library for a meeting. Further, he requested input from the trustees for developing a major donors list, and reported that he will work on editing the existing Strategic Plan to update it, noting that the County Administrator has asked for a 5-Year Strategic Plan from the Law Library.

6. Old Business

6.1 Discuss and Approve Purchase of Health Care Insurance for Law Library Director

Laurie elaborated on the report in the agenda packet regarding insurance plans offered by the Small Business Unit of Kaiser Permanente. She stated that the Law Library Board could purchase health insurance from Kaiser without any additional requirements, such as establishing a retirement plan for the Law Library Director. If the Trustees purchase the health insurance by December 1, 2017, they will lock in the 2017 premium rate. Kaiser’s rates will be increasing in 2018. Sam stated he would like more detailed information about the plan. Tracy offered to look into it further. Sam resurrected the Personnel and Benefits Committee and appointed Tracy to the committee. Donald said he would like to see the Law Library make a timely decision on this matter. This issue will be revisited next month.
6.2 Discuss Creation of Formal Procurement Procedures

Laurie reported that she queried other county law libraries and not one of the six respondents reported having a formal procurement policy. Alexandria raised concerns regarding spending public monies without ensuring that there are no conflicts of interest. Tracy also raised concerns about performing due diligence in this regard. The matter was tabled.

6.3 Discuss and Approve Policy For Conference Room Use at No Charge

Sam referred trustees to the Draft Conference Room Rental Policy prepared by Donald which was attached to the agenda packet. Discussion ensued resulting in several revisions to the policy. Emily moved to approve and adopt the conference room rental policy as amended, and Tracy seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

7. New Business

7.1 Discuss and Approve Resolution 2017-10 to Amend FY 2017-2018 Budget for Computers and Fundraising Consultant

Sam presented the revised budget that was attached to the agenda packet. Discussion ensued. Tracy moved for approval of Resolution 2017-10 as presented. Jonathan seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

7.2 Discuss and Approve Annual Report for FY 2016-2017

Sam referred trustees to the attached FY 2016-2017 Annual Report. Discussion ensued with various revisions suggested. Donald moved for approval of the FY 2016-2017 Annual Report with the amendments discussed at the meeting and allowing for some minor further work on it by Jonathan and Laurie. Jonathan seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

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

Donald volunteered to look into procurement procedures. There also was interest in further discussion about the Law Library’s contract with Branden Barber/Better World Engagement so it will be revisited at the October meeting.

9. Adjournment

All relevant business having come before the board, Alexandria moved to adjourn the meeting and Emily seconded. The meeting was adjourned at 6:47 p.m. The next board meeting will be held on Tuesday, October 17, 2017 at 5:15 p.m.

Respectfully submitted,

[Signatures]

Sam Ware, Esq., President
Laurie Vaala-Olsen, Ex-Officio Secretary
Jonathan Friedman, J.D.

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