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

Call to Order

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

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

Absent: Also Present: Wednesday, October 12, 2016 at 5:15 p.m.

Sam Ware, President of the Board, called the meeting to order at 5:23 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The September 19, 2016 Minutes were reviewed by the trustees. Tracy moved for approval of the Minutes as amended. Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum — No comments.

3. Financial Report

3.1 September 2016 Fiscal Report

Laurie presented the September 2016 Fiscal Report. September filing fee revenue was $670 less than projected. There were no deposits made during the month, so the account balance at month end was a negative $1,638. The July 1 to September 30 YearToDate figures were more positive, with revenue $630 over what we had projected and expenses $7,542 less than projected, resulting in a positive balance of $8,365.95. The Unrestricted Fund Balance as of October 5, 2016 was $64,940. Sam asked why there had been no payments for Worker’s Compensation or Unemployment Insurance according to the fiscal statement. Laurie will look into that and report back at the next meeting.

3.2 October 2016 Warrants
Laurie presented the list of October 2016 Warrants, elaborating on the warrants that were not routine expenses. The $1,464.66 payment to Complete Equity Markets was for liability insurance for the Lawyers in the Library program. The Marin County Bar Association agreed to pay for half the cost of the insurance since it covers the Bar Association in addition to the Law Library. The $155.49 payment to U.S. Bank was for Sonic Internet in the amount of $142.49 and $13 for office supplies. Sam asked if the CEB warrant included the payment for OnLAW. Laurie responded that she was pretty sure that it did but she will confirm that and report back at the next meeting. Jonathan moved to approve the warrants as presented and Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. **Librarian's Report**

4.1 **Lawyers in the Library:** Laurie reported that she had attended a recent Marin County Bar Association Lunch Meeting for the purpose of being introduced to the members, to promote the Lawyers in the Library program and to facilitate sign-ups of volunteers after the meeting. She also reported that she and Alexandria had traveled to a recent Lawyers in the Library clinic at the Contra Costa County Law Library in Martinez to observe the program in action. It was helpful to see how they managed the flow of patrons and how the volunteer attorneys interacted with the patrons. Laurie fine-tuned our Lawyers in the Library program structure afterward.

4.2 **Staffing:** Laurie stated that she and Robert were staffing the Law Library between the two of them that week because Bettina was out for a family emergency. Laurie stated that she had to work some split shifts in order to maintain the Law Library's regular operating hours.

4.3 **Computers/Tech Soup:** Laurie stated that she was researching the purchase of new computers by means other than Tech Soup. She had obtained quotes from Chien Lew for both computers and updated software, but will be checking other options as well.


5. **Reports of Special Committees**

5.1 **Report from Lawyers in the Library Committee**

Laurie gave a brief update on the Lawyers in the Library program in Alexandria's absence. The first clinic on October 13 went very well. We had 4 lawyers and 9 participants who brought in questions about landlord/tenant matters, divorce, civil rights, personal injury, debt settlement/bankruptcy and mediation regarding a neighbor dispute. The general response from participants was very positive.
52 Report from Outreach Committee

Denise reported on Outreach efforts. She asked whether the Law Library had received any further clarification on fundraising by judicially-appointed trustees. Sam stated that he had asked Laurie to check with another law librarian about this. Laurie reported that she had spoken to the law librarian who stated that his County Counsel said it was a gray area. The County Counsel found support for legal interpretations both for and against judicial participation in fundraising. However, the other law librarian's board decided against direct participation by judges and judicially-appointed trustees. Instead, the law library formed a 501 (c)(3) Friends of the Law Library fundraising entity for that purpose. However, the librarian made a point of saying that it was a lot of work to create the fundraising nonprofit and the cost to his law library would have been far greater if most of the work had not been done by volunteers at no charge.

Denise stated she plans to work with Laurie and Jonathan on Law Library outreach via Facebook and possibly another event in January or so. It was suggested that the Law Library publicly thank donors of materials. Laurie pointed out that we currently acknowledge such donations by placing a sticker inside the front cover of the publication thanking the donor by name.

5.3 Report from Paid Sick Leave and Employment Policy Committee

Chairperson

Sam reported that he has redrafted the sick leave policy. The question regarding whether the Law Library will be able to pay employees two weeks of vacation pay will depend on the cost/benefit analysis that Laurie prepares.

6. Old Business

6.1 Report on Public Access Computers and Staff Computers

Laurie covered this topic in item 4.3. Sam stated there has been no further communication from James Kim regarding assistance with this purchase.

6.2 Discuss and Approve Law Library's Annual Report to Marin County Board of Supervisors

Sam directed the Board's attention to the Annual Report and invited Jonathan to elaborate on it. Jonathan's presentation included the fact that 42 to 44 percent of the patrons who visit the Law Library are non-legal professionals, based on a review of the Law Library's Sign-In sheets for the past year. Sam invited comments from the trustees. The trustees were pleased with the report. Bill Hale commented that the Chief Justice stated that filings are down because of the growing use of alternative dispute resolution. The trustees decided to change "one reason could be" to "one reason is" in the
last sentence of the second paragraph of the report. Denise requested that Esq. be removed from her listing as a board member on page 2 because she is not an attorney. Denise moved for approval of the Annual Report as modified. Robert seconded. Motion carried with 5 Ayes, 0 Noes and 0 Abstentions.

6.3 Discuss Law Library Website Review

Sam suggested that the trustees develop guidelines for website content that will require the trustees' approval prior to posting and website content that may be managed by the Law Library Director. Several trustees thought it would be unnecessary to have such guidelines and stated that the Law Library Director should manage the website. Sam then stated that the Law Library Director's job security will depend on posting appropriate content on the website, which should provide sufficient insurance.

7.0 New Business

8.0 Board Members' Suggestions for Next Month's Agenda

Jonathan requested that the Strategic Plan be included on next month's agenda. He also requested that the discussion about our fundraising needs include the actual costs to operate the Law Library, including the cost of rent.

9. Adjournment

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Denise seconded. The meeting was adjourned at 6:42 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, November 21, 2016, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaal-Olsen, Ex-Officio Secretary

Page 4 October 12, 2016 Minutes