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, March 19, 2019 at 5:15 p.m.

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

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

1. Approval of Consent Items
   1.1 February 19, 2019 Minutes
   1.2 March 2019 Warrants
   Emily moved to approve all consent items as presented, Donald seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention.

2. Open Forum: No comments offered.

3. Financial Report
   3.1 February 2019 Fiscal Report
   Laurie referred the trustees to the Fiscal Statement attached to the March 19 agenda packet. The Unrestricted Fund Balance as of March 19, 2019 was $140,195.27, which includes everything posted through March 14, 2019. While the actual monthly budget balance for February 2019 was -$7,774, the actual budget balance for July 1, 2018 to February 28, 2019 Year-to-Date was $64,618.87. The Unrestricted Fund Balance as of March 13, 2019 was $124,771 including the $78,109 received from the 2018 California State Budget Act (CASBA), and $46,662 excluding the 2018 CASBA funds.


5. President’s Report
   Jonathan reported that he is working with the Marin County Bar Association Library Committee to schedule the next meeting and that he has been in contact with Susan Feder regarding Mediators in the Library program developments.

6. Reports of Special Committees & Liaisons
   6.1 Finance – Looked at further amending FY 2018-19 Budget, which is attached to the
agenda packet as Proposed Revised Amended Projected Budget. Also reviewed and recommend approval of FY 2019-20 Projected Budget, which is attached to the agenda packet. Those budgets are self-explanatory. Fortunately, the FY 2018-19 Projected Budget was enhanced by the $78,109 that was received some time ago as operating expenses exceeded operating income. Also discussed and recommend signing the new Westlaw Contract with the caveat that the Law Library receive the same benefit of the 50% discount on print publications that we have received with past contracts.

6.2 Personnel – Nothing to report.
6.3 Books, Tables & Chairs – Nothing to report.
6.4 Civic Engagement – There will be a 2-part report; one part regarding i-civics for adults and another part regarding programs directed toward middle school and high school students.
6.5 MCLE – See written report attached to the agenda packet.
6.6 Liaison to Lawyers in the Library Program – Emily reported that there have been discussions with MCBA regarding how to better match patrons with attorneys to ensure a mutually satisfactory experience. Emily and Laurie are planning to schedule a meeting with the joint LITL Committee to review ways to optimize the pairing of attorneys with program participants to ensure that attorney volunteers do not leave the clinic frustrated with their experience, which would make them less likely to volunteer again in the future.
6.7 Liaison to Friends of Marin County Law Library – Jonathan reported that he will discuss the Friends Group at a later point in the meeting.
6.8 Video Editing – Jonathan reported that his assistant Giovanna took additional video footage at the last Lawyers in the Library clinic for use in supplementing the existing video of the Law Library.

7. Old Business
7.1 Discussion and Action Item: Discuss and Approve Further Efforts Regarding Development of 5-Year Strategic Plan

Laurie reported that she has contacted Ulla-Britt Jonsson to discuss clarifications to the Strategic Plan chart; they will schedule a meeting to review the Plan.
7.2 Discussion and Action Item: Discuss Revised Amended Projected Budget FY 2018-2019 to Incorporate Funds from 2018 California State Budget Act and Approve Resolution 2019-4 Adopting Budget

Kristine moved to adopt Resolution 2019-4 as amended with the language of Resolution 2019-6 and including a copy of the FY 2018-19 Revised Amended Projected Budget as an attachment to the Resolution; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
7.3 Discussion and Action Item: Discuss and Approve Resolution 2019-5 to Appropriate Funds from $78,109 Supplemental Funding Allocation

Sam moved to approve Resolution 2019-5 as presented; Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
7.4 Discussion and Action Item: Discuss and Approve Offering CLE at Law Library

Kristine reported that it will cost $90 each time we present a CLE course for the first 3 times and thereafter we can apply to be a provider. Denise moved for approval of an expenditure of $90 for the application fee to become an MCLE provider; Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
7.5 Discussion Item: Discuss Proposal for Providing Legal Advice to Self-Represented
Jonathan reported that he researched the cost of providing the type of representation requested in Bill Hale’s proposal and found it to be cost-prohibitive for the reasons set forth in his Memorandum to the Board dated March 15, 2019, which is attached to the March 19, 2019 Agenda Packet. Discussion ensued. Bill requested that the proposal be sent to a Law Library Committee for further review.

8. New Business

8.1 Discussion and Action Item: Discuss and Approve Renewal of Westlaw Multiyear Agreement Maintaining 2 Licenses for Current Content with Term Start Date of April 1, 2019

Sam moved to approve renewal of the Westlaw agreement with the assurances that our counteroffer to them includes the escape clause for government entities and that if they do not agree to the 50% discount on print publications we will not sign the contract; Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8.2 Discussion and Action Item: Discuss FY 2019–2020 Projected Budget and Approve Resolution 2019-6 Adopting Budget

Sam moved for approval of Resolution 2019-6 as amended to include the 2-page FY 2019-20 Projected Budget as an attachment to the Resolution; Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8.3 Discussion and Action Item: Discuss and Approve Resolution 2019-7; Proposal to Expend Funds for Hiring Fundraising Consultant

Jonathan proposed hiring a fundraising consultant to assist with the Law Library’s fundraising efforts and introduced consultant Max Perrey. Mr. Perrey described his experience in the industry and presented a fundraising plan of action to the board. The written proposal is attached to the March 19, 2019 Agenda Packet. Discussion ensued. The trustees were not in favor of hiring another fundraising consultant at the present time and without further reporting of the results achieved from fundraising consultant Brandon Barber.

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

Sam requested a comprehensive report of Brandon Barber’s achievements be provided to the Books, Tables and Chairs Committee for their review prior to consideration of another fundraising consultant. Kristine requested a more detailed fundraising plan, including a calendar with a timeline for the intended fundraising event.

10. Adjournment

All relevant business having come before the board, Kristine moved to adjourn; Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:05 p.m. The next board meeting will be held on Tuesday, April 16, 2019 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.

Laurie Vaala-Olsen, Ex-Officio Secretary