

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

LIBRARY DIRECTOR:
Jason Voelker

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

Monday, July 21, 2014, at 5:15 p.m.



BOARD OF TRUSTEES:
Benjamin Gale, President
Steven Schoonover, Esq.
Marta Osterloh, Esq.
Sam Ware, Esq.
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.

Present: Ben Gale, Steven Schoonover, Marta Osterloh, Alexandria Quam,
Bob Begley, Elliot Bien and Jason Voelker, Ex-Officio Secretary.

Absent: Sam Ware.

Call to Order

Ben Gale determined that there were sufficient members to constitute a quorum, convened the meeting at 5:21 p.m., and thereafter presided.

1. Approval of May & June Minutes

May and June's minutes were circulated and reviewed. Bob moved to adopt May's minutes as written. Marta seconded. The motion was approved 4-0, with Ben abstaining because he was not present at May's meeting, Elliot abstaining because he was not present for this portion of the meeting, and Sam abstaining because he was not present.

Bob then moved to approve June's Minutes. Steven seconded. The motion was approved 5-0, with Marta abstaining because she was not present at June's meeting and Sam abstaining because he was not present.

2. Open Forum

In addressing the Board, Bill stated that he would like to see speakers such as Sandra Day O'Connor give presentations at the Law Library. He stated that Marin is an excellent forum for community presentations and that a "Friends of the Library" group could spearhead such efforts. Bill suggests that the Library should involve itself with juvenile justice and other community programs.

Responding to Elliot's question concerning whether the Library had yet collaborated with MCF on marketing and fundraising opportunities, Jason stated that the Library had recently concluded its patron survey and was in the process of forwarding its data to MCF's Evaluations Officer, Heather Johnson. Elliot

stated that he looked forward to hearing back from MCF and that he would like to dedicate himself to future fundraising efforts.

3. Financial Report

3.1 June's Fiscal Report:

Jason presented the Library's Financial Statement. The unrestricted fund balance as of June 31, 2014 was \$22,324.52. The income from Court filing fees was \$15,325.97, \$1,786.06 below that of July 2013. The Unrestricted Fund Balance on July 21, 2014 was \$33,035.52, including the July filing fee deposit.

Prior to addressing June's warrants, Jason discussed his meeting with Roy Given, the Director of the Department of Finance. The purpose of the meeting was to discuss the County's claim that the Law Library holds \$9,527 in account 2120053, monies held in trust, which actually belongs to Dispute Resolution. Per DOF, the funds were required to be transferred to Dispute Resolution in 2008 but the previous director did not effectuate the transfer. DOF has now asked that the funds be returned to the County.

In the meeting, Jason informed DOF that he and the Trustees were surprised to learn that the funds did not belong to the Law Library and that it would create a financial hardship to return them. Jason asked, and DOF agreed, to hold off on the transfer pending an opportunity for the Library to speak with the County Administrator's Office to see if we may keep the money. Steve agreed to attend the meeting with the County Administrator and also looked forward to pitching the idea of entering an MOU with the County.

With regard to a potential MOU, Elliot stated that there is a perception that the need for a public law library has declined with the advent of the internet and online legal resources. This is a misconception, as the internet does not have a system that catalogs and organizes legal resources, reliability of information is not guaranteed, many electronic resources are only available through a subscription, and the Internet does not have knowledgeable librarians who can find relevant resources. Elliot stated that the County should do what it can to preserve the integrity of its law library. Steve concurred, stating that the Library provides an important public service not only to attorneys and the community, but to the County itself.

Alexandria noted that our County Law Library receives much less funding than the surrounding county law libraries and that we are required to do more with much less. She stated that the Self-Help Center refers people to the Law Library because alternative resources are often unavailable. She stated that she will seek support from the Superior Court for our MOU with the County.

3.2 July Warrants

The Board reviewed a schedule of warrants for payments in June. Motion by Marta, seconded by Ben, that all warrants on the schedule be paid as listed. Motion approved 6-0, with Sam Ware abstaining because he was not present.

4. Librarian's Report

4.1 Discuss Library's move to 20 North San Pedro

With renovations at 20 North San Pedro all but complete, Jason stated that the Library is scheduled to return to its permanent quarters during the second week of September. The building infrastructure has been upgraded and the entire library has been refurbished – it has a new heating and air conditioning system, a glassed-off quiet area, and large conference room. The Library will be closed from September 8th to the 19th to facilitate the move back to 20 NSP. Marta stated that she looks forward to assisting with the move and although Sam is currently on vacation, he will be available in September to assist too. Alexandria looks forward to the Library's open house and agreed to ask Judge D'Opal to provide opening remarks. After discussion, the Board agreed that the open house should be held during the second week of October. Bob suggested, and the Board agreed, that October 9th is a good, tentative date.

Elliot stated that he would like to see the Court sponsor the event and that our invitation to the community can state, "The Marin County Superior Court and the Law Library Board of Trustees cordially invite you the Marin County Law Library's Open House." Ben liked this suggestion and Alexandria agreed to inquire with Kim Turner, Court Executive Officer.

With regard to the Law Library's new layout and design, Marta suggested that we place a picture of the Superior Court Judges on the walls of the Law Library. The Board agreed that this may be a good idea, with Alexandria agreeing to inquire with Kim Turner.

Robert suggested selling the naming rights of the Law Library's new conference room, which could bring in some much needed revenue for the Law Library. The Board liked this idea.

4.2 Discuss Workers Compensation Insurance Coverage

Jason noted that while closing the FY 2013/2014 SAP entries, he discovered that the Law Library's workers compensation coverage had expired in August of 2013. When he inquired with DOF to determine why this had happened, he was told that the coverage had not been paid because there was a miscommunication between the Library's previous interim director and DOF, which resulted in the cancellation of the Library's policy. Consequently, Jason bound new coverage

with State Fund with DOF agreeing to handle all future quarterly billing for the Law Library.

5. Old Business

5.1 Discuss Article for the Marin Lawyer

Ben circulated an article he drafted for the Marin Lawyer Newsletter which appraises the legal community of the Library's renovation, discusses the services provided, and explains the timetable for our move back to 20 NSP. Marta stated that she enjoyed the article and that the Library should continue providing updates each month. Steve suggested that we explicitly thank the County for the remodel; otherwise, the community may think that the Library paid for it when, in fact, we are having financial difficulties. Bob concurred, and asked if it was possible to provide some graphics and charts demonstrating our financial difficulties and explaining that we need help from Marin's legal community.

5.2 Ratify Contract for Integrated Copy & Print System

The Board reviewed and ratified a contract for an integrated print system with Lucas, a Xerox company. The Library will now have state-of-the-art photocopy machines, copy card readers and printers at the Library's new location.

5.3 Authorize Purchase of Architectural Phone System

The Board authorized Jason to purchase an architectural phone system for the Library's new location.

5.4 Discuss Attorney Directory and Library Membership Program

Steven informed the Board that the San Francisco Bar Association has agreed to administer Marin County's lawyer referral service so there is no need for us to create an attorney directory. Alexandria stated that she received a package of flyers and brochures from San Francisco's LRS and that Marin residents may now be referred to BASF's Lawyer Referral and Information Service when an attorney's assistance is requested.

6. New Business

6.1 Prepare 2013-2014 Report for Board of Supervisors

Jason circulated a draft of the Law Library's Annual Report for Fiscal Year 2013/2014. The Law Library is required to submit its annual report to the County Board of Supervisors on or before September 15, 2014. The Trustees reviewed the report and agreed to further confer on it at their August meeting.

7. Adjournment

All business before the Board having been considered, the meeting was adjourned at 7:09 p.m. The next Marin County Law Library Board of Trustees meeting is Monday, August 18, 2014 at 5:15 p.m.

Respectfully submitted,

Ben Gale, Chair

Jason Voelker, Ex-Officio Secretary