Minutes of 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, December 17, 2019 at 5:15 p.m.

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

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

1. Approval of Consent Items
   1.1 November 26, 2019 Minutes – Sam moved for approval of the November Minutes
   as presented; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum: Bill commented on how the BOS handles their consent calendar and
   minutes on their agenda.

3. Financial Report
   3.1 November 2019 Fiscal Statement - The actual year-to-date budget balance as of
   November 30, 2019 was $123,347, with revenue of $15,299 and expenses totaling
   $16,429. Filing Fee Revenue for November was $14,564.37, and for December was
   $14,025.18. The revenue total for July through November 2019 was $74,071; expenditure
   total for July through November was $70,175. The Unrestricted Fund Balance as of
   December 17, 2019 was $129,292.69.
   3.2 December 2019 Warrants
       There were no atypical expenses on the Warrants list for December. Sam moved
       for approval of the December 2019 Warrants as presented; Tracy seconded. Motion
       passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report - Primarily focused on the transition from the Marin County
   Department of Finance serving as manager of the Law Library’s Payroll and HR services
to a third party vendor providing this service. There remain a few details to work out, but
the first payroll for 2020 was provided by third party vendor ADP. We have reached
the testing phase of the FIS credit card services program so I and Law Library staff will test the
program to find and work out any kinks in the system. Two staff covered the front desk
during the Law Library’s holiday operating hours and everything went smoothly. We are
continuing to operate with one staff member working reduced hours, which is not ideal but
has worked out fine. The Projected Budget for FY 2020-2021 is due by the end of March, so I will prepare a draft projected budget for the February board meeting.

5. Reports of Special Committees & Liaisons
   5.1 Books, Tables and Chairs – See Report at agenda item 6.2 under Old Business.
   5.2 Civic Engagement – Denise has reached out to Canal Alliance. She would like to see the First Thursdays calendar published in each quarter of the MCBA’s newsletter in 2020 - March, June, September and December. She suggested hosting a reception for a possible art exhibit at MCLL.
   5.3 MCLE – MCLL can partner with MCBA to host MCLE courses, although it would not be a moneymaker; it’s helpful to include CLEs for legal secretaries and paralegals too.
   5.4 Liaison to Lawyers in the Library Program – December program date was very busy; 5 attorney volunteers saw 24 members of the public.
   5.5 Liaison to Friends of Marin County Law Library – No new developments at present.
   5.6 Video Editing – Nothing new.

6. Old Business
   6.1 Discuss Spring Fundraiser – Proposals for rescheduling fundraiser to Spring 2020 are in the works.
   6.2 Discuss Renewal of Forms of Pleading and Practice or Reinstatement of Subscription to CA Legal Forms: Transaction Guide or CA Points and Authorities - Sam reported he had researched CA Legal Forms and CA Points and Authorities; he recommended that we let CA Forms of Pleading and Practice lapse for 2 years and instead reinstate CA Legal Forms: Transaction Guide at the rate of $4,800 for an annual subscription.

7. New Business
   7.2 Discuss and Approve Resolution 2019-8 Regarding Holiday Bonuses for Staff – Sam suggested a 10% increase from 2018 for both Staff and the Director; discussion ensued. Kristine suggested $250 for the Law Library Assistants and $500 for the Law Library Director; further discussion ensued. Kristine moved for approval of bonuses of $250 to each Law Library Assistant and $500 to the Law Library Director, for a total of $1,250; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.


9. Adjournment
   All relevant business having come before the board, Sam moved to adjourn; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. Meeting was adjourned at 6:15 p.m. The next board meeting will be January 21, 2020 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.                       Laurie Vaala-Olsen, Ex-Officio Secretary