Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees

Tuesday, October 20, 2020 at 5:15 P.M.

Marin County Law Library
20 North San Pedro Road, Suite 2007, San Rafael, CA 94903

Due to the COVID-19 Pandemic and current Stay-at-Home Order issued by the Marin County Public Health Officer, the meeting will be conducted by remote connection.

Pursuant to Executive Order No. N-29-20 (March 17, 2020), interested members of the public are asked to attend electronically by clicking on the link below or by typing the link into your web browser:

Join Zoom Meeting:

https://us02web.zoom.us/j/83361689464

Meeting ID: 833 6168 9464

One tap mobile
+16699006833, 83361689464# US (San Jose)
+12532158782,,83361689464# US (Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)

Meeting ID: 833 6168 9464

Find your local number: https://us02web.zoom.us/u/kgQ9cODig

Agenda

Call to Order*

1. Approval of Minutes
   1.1 September 15, 2020 Regular Board Meeting
2. Open Time for Public Expression

3. Financial Report
   3.1 September 2020 Fiscal Report
   3.2 October 2020 Warrants

4. Librarian's Report

5. Reports of Advisory and Special Committees
   5.1 Budget Advisory Committee
   5.2 Reopening Advisory Committee

6. Old Business

6. New Business
   6.1 **Discussion and Action Item:** Hiring a Tax Professional to Analyze and Resolve Payroll Tax Filing Issues
   6.2 **Discussion and Action Item:** Renewal of Health Insurance Coverage for MCCLL Full-time Employee

7. Board Members' Suggestions for Next Month's Agenda

8. Adjournment
   The next board meeting will be held on Tuesday, November 17, 2020 at 5:15 p.m.

* This meeting may be recorded as authorized by the Government Code.

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If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.
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, September 15, 2020 at 5:15 p.m.
By Remote Connection

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

President Kristine Fowler Cirby called the meeting to order at 5:20 p.m. and thereafter
presided.

1. Approval of Minutes
   1.1 Minutes of August 18, 2020 Regular Board Meeting – Sam requested that the MCLL
   Stationary be updated to correctly state the current President and Vice President of the Board.
   Likewise, the MCLL website needs updating of the same information. Donald moved for
   approval of Minutes as amended; Jonathan seconded. Motion passed: 5 Ayes, 0 Noes, 0
   Abstentions.

2. Open Forum – One member of the public addressed the board.

3. Financial Report
   3.1 August 2020 Fiscal Report
   Actual August Revenue was $18,183 with actual August Expenses of $16,918. There
   was a net positive cash flow of $1,265 in August, which left a fund balance of $74,804. Actual
   filing fee revenue for August 2020 was $16,002. Actual YTD Filing Fee Revenue (7/1/20 –
   8/31/20) was $16,385. Actual YTD Revenue (7/1/20 – 8/31/20) was $18,565 and Actual YTD
   Expenses (7/1/20 – 8/31/20) were $25,211, resulting in a net negative YTD budget cash flow
   of $6,646.
   3.2 September 2020 Warrants
   Laurie stated that the LexisNexis charges were $32.16 and an invoice from Staples had
   arrived the day before which had to be added to the Warrants list. The Staples charges totaled
   $106.50. These two charges increased the total Warrants to $6,165.58. Laurie also stated
   that the Salaries should be $4,493.62. Salaries and Warrants combined totaled $10,659.20.
   Subtracting $10,649.20 from $95,551.64 (Total Revenue Available) left a Remaining Cash
   Balance of $84,892.44. Jonathan moved for approval of Warrants as amended; Donald
   seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.
4. **Librarian’s Report**

Laurie reported that MCLL received a $60,642.82 check from the State of California as backfill for filing fee revenue that was not received from court filings due to the Stay Home Order that took effect March 17, 2020 to combat the spread of COVID-19 in the community. Marin moved into Tier 2 of the Blueprint for a Safer Economy on September 15, which will loosen restrictions on re-openings. Libraries have been advised to follow the guidelines for Retail. Re-opening date for MCLL is dependent on availability of staff to work during the limited hours of operation. Laurie may have to hire another part-time staff for that purpose. Comcast was scheduled to install the Law Library’s upgraded internet service connection on Wednesday, September 16. Emails will remain with Sonic for the time being. Laurie attended a webinar by LA Law Library regarding their Lawyers in the Library program, which was transferred to a telephonic platform during COVID-19. Laurie will purchase a Zoom account for MCLL after the internet upgrade to facilitate transfer of MCLL’s Lawyers in the Library program to an online platform.

5 **Old Business**

6. **New Business**

6.1 **Discuss and Approve Annual Report to Board of Supervisors**

Laurie thanked Kristine, Donald and Jonathan for their input on the FY 2019-2020 Annual Report. She pointed out that the Report includes information about the detrimental impacts of COVID-19 on the Law Library’s programs, services and funding. Additionally, the First Thursdays program was added as well as a note that the Law Library will be offering a credit card payment option and Passport Renewal Services in late 2020. Donald moved for approval of the FY 2019-2020 Annual Report as presented with the possibility of revisions to the Income and Expense Statement pending further clarifications from DOF; Jonathan seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.2 **Discussion Regarding Purchasing New Law Library Emails**

Tracy reported that she is researching options to replace existing email addresses with something more professional, such as staffname@marincountylawlibrary.org. Google G-Suite appears to be a favorable option; she will have more details at the October board meeting.

6.3 **Discuss and Approve Renewal of Policy of Insurance for Lawyers in the Library Program**

Renewal of the insurance coverage for the Lawyers in the Library program will cost $1,476 for the period 10/12/20 through 10/12/21. This is only $3 more than it cost last year for exactly the same coverage. Tracy moved to approve renewal of the policy of insurance coverage for the Lawyers in the Library program for the term of 10/12/20 through 10/12/21 at a cost of $1,476; Denise seconded. Motion passed: 6 Ayes, 0 Noes and 0 Abstentions.

6.4 **Discuss and Approve Goals for FY 2020-2021**

Kristine opened a discussion about setting goals for the 2020-2021 fiscal year, taking into consideration the Strategic Plan adopted for 2018-2023. Tracy recommended focusing on the Law Library’s current services and projects instead of taking on any new projects because everything is more difficult to do during this COVID situation. Jonathan is researching some issues that have arisen regarding the Friends Group and will report back to the board in October. Kristine appointed a new Advisory Budgetary Committee for FY 2020-2021.
comprised of Donald, Sam and Kristine to review the Budget adopted last February 2020 and to propose necessary revisions due to the Coronavirus pandemic. Donald recommended that we focus on revising the budget under the new COVID-19 reality, and suggested appointing a subcommittee to serve as liaison to the Director to support her in re-opening efforts. Kristine appointed Tracy and Donald to serve on the Advisory Reopening Committee to support and liaison with the Director. Kristine offered assistance to the Director in adapting the Lawyers in the Library program to an online platform.

7. Board Members’ Suggestions for Next Month’s Agenda – Denise provided an update for the First Thursdays program, stating Paul Ash of the SF-Marin Food Bank will speak in October, someone from the Consumer Fraud Unit of the District Attorney’s Office will speak in November and Donna Garske of the Center for Domestic Peace will speak in December. Denise suggested possible options for engaging high school students at the Law Library.

8. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:26 p.m. The next board meeting will be held on Tuesday, October 20, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,

Kristine Fowler Cirby, Esq.  Laurie Vaala-Olsen, Ex-Officio Secretary
## FY 2020-2021 Sept. 2020 Profit & Loss Statement
### For October 20, 2020 Board Meeting
Printed 10/20/20

### Revenue

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### Notes

- **Revenue**
  - Filings
  - Interest
  - Photocopies
  - Book Sales
  - Donations
  - Fax/Phone Sales
  - Conference Room
  - Procuring
  - Miscellaneous Receipts
  - Classes/Workshops/MCLE
  - Passport Services
  - Transfers In

- **Expenses**
  - Librarians
  - Extra Hire
  - Social Security
  - Medicare
  - Health Benefits
  - Workers Compensation
  - Unemployment Insur.
  - Federal FUTA

- **Administrative Expenses**
  - Insurance - Subtotal
  - Complete Equity Markets
  - Hartford

- **Total**
  - Tel/Internet Subtotal

- **Revenue Total**
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*June 2020 includes Period 13 expenses; however, there are discrepancies between P&L Statement and Munis Period 13 YTD Budget Report for FY 2019-2020. See accompanying notes.
## MCCL Court Filing Fee Revenue

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Each current month’s filing fee revenue represents income generated from the Court filings of two months ago. October revenue comes from August filings, etc.
### AP Processing Copy

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADP - Monthly charge for payroll services debited from LL Fund</td>
<td>$ 65.42</td>
<td>$ 65.42</td>
</tr>
<tr>
<td>2</td>
<td>AT&amp;T Calnet 3</td>
<td>$ 106.21</td>
<td>$ 106.21</td>
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<tr>
<td>3</td>
<td>CEB ($571 for print publications; $334.92 for OnLAW)</td>
<td>$ 1,005.92</td>
<td>$ 1,005.92</td>
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<tr>
<td>4</td>
<td>Comcast Business ($186.25 for monthly charges; $99.95 for one-time install fee)</td>
<td>$ 290.76</td>
<td>$ 290.76</td>
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<tr>
<td>5</td>
<td>Complete Equity Markets (Lawyers in the Library Insurance Renewal)</td>
<td>$ 1,476.00</td>
<td>$ 1,476.00</td>
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<tr>
<td>6</td>
<td>Hartford Insurance (will be on US Bank prob in Nov b/c paid w/Cal Card)</td>
<td>$ 451.00</td>
<td>$ 451.00</td>
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<tr>
<td>7</td>
<td>Kaiser</td>
<td>$ 898.00</td>
<td>$ 898.00</td>
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<tr>
<td>8</td>
<td>LexisNexis</td>
<td>$ 198.49</td>
<td>$ 198.49</td>
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<td>9</td>
<td>SPTJ (Chien Liew Consulting)</td>
<td>$ 1,137.50</td>
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<tr>
<td>10</td>
<td>US Bank (Cal Card Payment - Sonic Internet; Adobe Renewal; MS 365 Renewal; PPE)</td>
<td>$ 453.98</td>
<td>$ 453.98</td>
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<tr>
<td>11</td>
<td>Westlaw Next</td>
<td>$ 2,171.65</td>
<td>$ 2,171.65</td>
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<tr>
<td>12</td>
<td>West Publishing</td>
<td>$ 1,158.61</td>
<td>$ 1,158.61</td>
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<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$ 9,413.54</strong></td>
<td><strong>$ 9,413.54</strong></td>
</tr>
</tbody>
</table>

**Salaries:** $4,249.87

**Total Expenses:** $13,663.41

<table>
<thead>
<tr>
<th>Total Revenue Available:</th>
<th>$ 131,857.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures (proposed):</td>
<td>$ 13,663.41</td>
</tr>
<tr>
<td>Remaining Cash Balance:</td>
<td>$ 118,193.59</td>
</tr>
</tbody>
</table>
1. **Covid-19 Pandemic and Stay Home Orders**
   I attended the September 17 MARINet Board Meeting on Zoom, where re-opening libraries was the primary topic of conversation. Bonny White, chair of the Marin Recovers Library Work Group, reported that the Work Group had developed a set of Draft Guidelines for Libraries which were adapted from the state-issued Guidelines for Retail. The Draft Guidelines were submitted to Dr. Matt Willis, Marin County Public Health Officer, who gave his approval. Now that the Library Work Group has received approval of their Draft Guidelines from Dr. Willis, it is no longer necessary to seek approval from Marin Recovers. However, the Library Work Group is waiting for updated instructions from the CA State Library. At present, there are 3 documents that determine/guide library re-openings:
   - Marin Recovers Work Group Draft Library Guidelines (Adapted from Retail)
   - Site-Specific Protection Plan Template, customized by each Library
   - CA State Library Guidelines (which incorporate CDPH COVID-19 Industry Guidance for Retail)

   Each board member reported on the services currently provided by their library, related staffing demands and their preparations/intentions regarding re-opening. Highlights of the discussion about reopening include:
   - Draft Guidelines for Libraries permit individual libraries to be more restrictive than what is allowed under the Guidelines
   - Individual libraries may establish lower occupancy limits than what is allowed, if desired
   - Staffing resources are limited, are further reduced by the time required to meet constant disinfecting requirements, and will be a significant aspect of determining what services can be provided to the public
   - Acknowledged that there is a duty to protect staff which may come at the expense of the public’s luxury to browse the stacks inside libraries
   - Library Working Group is planning to meet one more time
   - In summary, some libraries may re-open to allow limited computer access but not browsing in mid-October or later.

   Marin County is currently in the red tier (substantial risk) of the Blueprint for a Safer Economy.

2. **Reopening**
   One staff member returned to in-person work at the Law Library on September 28. He will be working 4-hour days two days per week with every third week off.
   I have posted notice with 4 Bay Area paralegal schools that the Law Library is looking for a part-time administrative assistant, contacted applicants for the position who had expressed interest prior to the COVID-19 Shutdown and contacted friends in the legal community about the opening. The Law Library needs one employee to work the front desk/Law Library Entrance before the Law Library can re-open to the public under the SPP approved by the Board in July.

3. **MCLL Internet Infrastructure** – MCLL’s internet was successfully upgraded to a Comcast server on September 16. Chien Liew completed work on the library-side connections necessary for the transfer within the time he estimated for the task.
4. **Lawyers in the Library** – I purchased a Pro Bundle Business Plan on Zoom once the internet upgrade was completed and have been working on adapting the Lawyers in the Library program to an online platform.

5. **Library Email Addresses** –
   The Law Library first purchased the domain name “marinlawlibrary.com” from Sonic in 2010 according to Sonic’s records. However, the site is not set up so a person searching for that site will get the message “This site can’t be reached”. We may wish to continue paying the annual $14.95 domain name registration fee so no one else can buy it and use it for some other business.

6. **CCCLL Fall Meeting**
   On Tuesday, October 13, I attended the CCCLL Fall Meeting on Zoom. Most county law libraries remain closed to the public, although a few have reopened for very limited access and only one is fully open. Those not open anticipate reopening along a broad spectrum of dates, from two months to Spring 2021. Staff are working on-site in many libraries, some on a rotating basis, although a significant number continue to work remotely. About half of the county law libraries have staff who had to quarantine. County Law Librarians have focused on expanding the resources available to the public online, from legal databases to forms to recorded topical webinars to virtual MCLE classes to chat services. The $7 million funding provided from the 2020-2021 CA State Budget has been used to beef up internet capacity and to purchase new telephone systems, software, legal database resources, and tablets for the public’s use to attend virtual court hearings. County Law Librarians reported that the Supplemental Funding from the State will help with lost revenue due to the COVID-related court closures, but about half said it will not even come close to the revenue lost during that time. Some county law libraries have experienced a 60 to 70 percent decrease in filing fee revenue. Many have discontinued print and legal database subscriptions. CCCLL will again request $16.5 million in supplemental funding from the 2021-2022 CA State Budget; a letter of request has already been sent to Governor Newsom. CCCLL members will work on seeking support from legislators for the supplemental funding request. Another topic discussed at the meeting is what impact the COVID-19 Tenant Relief Act of 2020, passed by the Legislature in August as part of AB 3088, will have on our filing fee revenue. The Act provides that until February 1, 2025 a small claims court has jurisdiction in any action for recovery of COVID-19 rental debt for the time period between March 1, 2020, and January 31, 2021 regardless of the amount demanded. The portion of filing fee revenue that the Law Library receives from small claims actions is significantly less than from superior court actions.

7. **ADP Payroll Services**
   Tax reporting issues that arose back in June 2020 are ongoing and I continue to work with EDD, ADP and DOF to resolve them. As of the 9/18/20 payroll, MCLL is now paying $65.42 per payroll for ADP’s services; it would be significantly higher, but the Law Library receives a discount pursuant to the contract negotiated by DOF. The discounted annual cost is $785.16

   I attended one of the EDD’s online seminars about the CA State Basic Payroll Tax on 10/6 and I am signed up for the EDD online seminar about Federal Payroll Tax filings on 11/10.

8. **Additions to MCLL Website**
   I encourage you to visit the home page of the Law Library’s website to see content we have recently added, including a new tab with Voting Information and a dropdown menu for a Tenant/Landlord page on the Legal Resource Tab.

9. **Reference/Legal Assistance Requests**
   There have been an increasing number of requests for attorney consults and/or assistance with legal resources to oppose eviction notices, both residential and commercial.
1. **Budget Advisory**
   At the meeting of the board on September 15, 2020 president Kristine Cirby appointed Donald, Sam and herself as an advisory budget committee to look into what amendments to the FY 2020 – 2021 budget will become necessary by the end of the year due to the COVID pandemic.

   That advisory committee meeting was held on October 9, 2020 and lasted for approximately 30 minutes.

   After considering the matter, including the documentation which had been compiled by the library director in anticipation of that meeting, it is unanimously recommended to the board that this exercise of re-reviewing and/or amending the FY 2020 – 2021 budget be deferred until January 2021. It is the concurrence of this committee that it is premature to make any adjustments to the budget at this time because of the remaining uncertainties in certain critical areas, such as, for example, filing fee revenues amounts (which have now been being received following the Court’s reopening, and whatever labor costs may be associated with the anticipated reopening of the library in the coming months, and the like).

   It is the further unanimous concurrence of this committee that this delay will not pose a threat to the financial health of the library, as a careful eye on the bottom line will continue to be vigilantly maintained. On the other hand, this proposed delay will greatly increase the certainty of certain basic premises (income and expenses) which are necessary to be better known before proposed adjustments be made to the budget including any cost-saving measures such as reducing collections subscriptions, library hours, and the like.

   In the end, this advisory committee has discharged its task for the time being, and it is recommended that it be dissolved, a new budget advisory committee to be created in January 2021.

2. **Reopening the Law Library**
   Board President Kristine Cirby appointed Tracy Barrett and Donald Drummond to the Reopening Advisory Committee. Committee members met with Laurie on 10/14/20 to discuss reopening plans. Laurie reported on the status and reopening plans of Marin County Public Libraries, none of whom are open to the public yet. However, many of them are providing curbside services. Laurie also reported on the reopening plans of County Law Libraries statewide following her attendance at the Council of California Law Librarians Fall Meeting on...
October 13. Only one county law library is fully open to the public and a few others are open with limited access hours. Of those that are not open, a few have plans to open within the next two months, some do not plan to reopen until Spring 2021 and others are not sure when they will be reopening but the expected dates range from two months to Spring 2021. Most CLLs have staff working on-site, some on a rotating basis. Many said their staff were reluctant to return to working on-site and so they are working remotely.

One staff at MCLL has returned to work on-site 8 hours per week while the other staff is working remotely a few hours per week.

Following a discussion about the Law Library’s reopening plans, committee members concluded and recommended that MCLL increase staffing prior to reopening. This recommendation is based upon need, given the loss of one employee and the reduced hours and justified reluctance to return to working with the public until the pandemic is fully under control by remaining staff. It has been nearly impossible for MCLL to hire anyone with experience and training. Hiring someone with an ability to learn the job is more feasible. The ability of the Director to begin training and educating a new employee to be ready when the library is opened makes the hire now doubly beneficial: while assisting with catching up on work deferred during reduced staff hours and helping put together the eventual reopening, the new staff member will be learning the job.
TO: MCLL Board of Trustees  
FROM: Laurie Vaala-Olsen, Law Library Director  
DATE: October 20, 2020  
RE: Renewal of Health Insurance Coverage for Full Time Employee

The Law Library’s policy of health insurance coverage for the Director, the Law Library’s sole full-time employee, must be renewed before December 1, 2020.

The current policy of health insurance coverage, a Kaiser Permanente Silver 70 HMO Plan, will be phased out by Kaiser and replaced with a similar policy, the Renewal Silver 70 HMO Plan, that offers worse coverage; a higher plan deductible, higher out-of-pocket expense limit, increased fees for visits to specialty doctors and higher plan participant costs running into the thousands of dollars (after meeting the plan deductible) for outpatient surgery, emergency room visits and hospital stays. The deductible for prescription drugs also increases. The broker we have been using for medical coverage has recommended switching to a different Kaiser HMO plan that provides much better coverage. Keeping in mind that the threat of COVID-19 will remain for months to come and the likelihood that the Law Library will reopen before a vaccine for the coronavirus has been approved for widespread distribution, I urge you to consider purchasing the Kaiser Gold 80 HMO Plan for the Law Library Director.

The Kaiser Gold 80 HMO Plan offers significantly better coverage than the Renewal Silver 70 HMO Plan at a lower cost to the plan participant, as follows:

- a deductible that is $1,600 less
- Out-of-Pocket Expense Limit that is $800 less
- Primary Care Visits cost $15 less
- Specialty Care Visits cost $45 less
- $600 for Outpatient Surgery after meeting Plan’s $500 deductible (vs. 40% after meeting Silver 70 HMO Plan deductible of $1,650)
- $250 for ER Visits after meeting Plan’s $500 deductible (vs. 40% after meeting Silver 70 HMO Plan deductible of $1,650)
- $600 per day up to 5 days per admission for inpatient hospital care after meeting Plan’s $500 deductible (vs. 40% after meeting Silver 70 HMO Plan deductible of $1,650)
- $15 for Generic Prescriptions (vs. $20 for Silver 70 HMO Plan)
$50 for Brand Prescriptions (vs. $75 after meeting Silver 70 HMO Plan $350 prescription drug deductible)

20% up to $250 max. for Specialty Prescriptions (vs. 20% up to $250 max. after meeting Silver 70 HMO Plan $350 prescription drug deductible)

The monthly premium for the Gold 80 HMO is $1,123.22; $13,478.64 annually. The monthly premium for the Renewal Silver 70 HMO is $937.03; $11,244.36 annually, which represents a 4.26% increase from the 2019-2020 Silver 70 HMO Plan. The Gold 80 HMO Plan premium costs 20% more than the Renewal Silver 70 HMO Plan, or $186.19 more per month and $2,235 more annually. I request that you consider purchasing the Gold 80 HMO Plan with Kaiser Permanente. In the alternative, I request that you agree to the Renewal Silver 70 HMO Plan costs with an option for the Law Library Director to pay the difference between the Renewal Silver 70 HMO Plan premium costs and the Gold 80 HMO Plan premium costs.
RESOLUTION 2020-5

WHEREAS, the Board of Trustees of the Marin County Law Library at its Board Meeting on October 15, 2019 approved the renewal of a Small Business Group Health Insurance Plan from Kaiser Permanente (the “Plan”) for full time employees of the Law Library (presently the sole full-time employee of the Law Library is the Director) for a period of twelve months from December 1, 2019 through November 30, 2020, and

WHEREAS, the Board of Trustees now wishes to renew the health insurance coverage for the Law Library Director with the _Gold 80 HMO / Silver 70 HMO_ Small Business Group Health Insurance Plan from Kaiser Permanente for the period December 1, 2020 through November 30, 2021 at a monthly premium cost of $__________, and an annual premium cost of $__________.

NOW THEREFORE BE IT RESOLVED that the Trustees of the Marin County Law Library approve the purchase of the ___________________________ Small Business Group Health Insurance Plan from Kaiser Permanente for the period December 1, 2020 through November 30, 2021 at an annual premium cost of $____________________.

Trustee ___________________________ moved for approval of Resolution 2020-5.
Trustee ___________________________ seconded the motion for approval.
Vote: _______ Ayes _______ Nays _______ Abstention(s)
Motion passed.

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library