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

Tuesday, June 23, 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:

Internet and Computer Link:
https://us02web.zoom.us/j/83035829959?pwd=MGZ1MHdHK0NiVzIEUmhkM3hLMmloUT09

Meeting ID: 830 3582 9959
Password: 941712

Telephone Connection:
One tap mobile
+16699006833,,83035829959#,,0,,941712# US (San Jose)
+13462487799,,83035829959#,,0,,941712# US (Houston)

Dial by your location
+1 669 900 6833

Meeting ID: 830 3582 9959
Password: 941712

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

Agenda

Call to Order*

1. Approval of Minutes
   1.1 May 19, 2020 Regular Board Meeting

2. Open Time for Public Expression

3. Financial Report
   3.1 May 2020 Fiscal Report
   3.2 June 2020 Warrants
4. Librarian’s Report

5. Old Business

6. New Business
   6.1 **Discussion and Action Item:** Discuss and Approve Renewal of CEB OnLAW Subscription
   6.2 **Discussion and Action Item:** Discuss and Approve Proposed Reopening Plan for Law Library
   6.3 **Discussion and Action Item:** Discuss and Approve Proposed Memorandum of Understanding between Friends of the Marin County Law Library and the Marin County Law Library
   6.4 **Discussion and Action Item:** Discuss and Approve MCLL Support of Urban Libraries Council’s Statement on Race and Social Equity

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

8. Adjournment
   The next board meeting will be held on Tuesday, July 21, 2020 at 5:15 p.m.

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

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


Tuesday, May 19, 2020 at 5:15 p.m.
By Remote Connection

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

President Jonathan Frieman called the meeting to order at 5:19 p.m. and thereafter presided.

1. Approval of Minutes
   1.1 Minutes of April 21, 2020 Regular Board Meeting - Sam moved to approve the Minutes as presented; Kristine seconded. Motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

2. Open Forum – No comments.

3. Financial Report
   3.1 April 2020 Fiscal Report
   Actual revenue was $14,828, with actual expenses of $13,477. This left an account balance of $126,246. Filing fee revenue for April 2020 was $14,828; July 1, 2019 to April 30, 2020 filing fee revenue was $146,555. The July 1, 2019 to April 30, 2020 year-to-date revenue was $165,731; July 1, 2019 to April 30, 2020 year-to-date expenses were $139,276.
   3.2 May 2020 Warrants
   Laurie reported on CEB, Copware, NCLC, SPTJ and State Fund warrants. Sam moved for approval of the Warrants as presented; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report
   Laurie reported that Marin County will follow a phased reopening plan spearheaded by the Marin Recovers Steering Committee and Marin Recovers Industry Advisors. Industry Work Groups of 5–8 people will develop recommended criteria for safely resuming an industry or activity; the industry reopening plans must meet public health requirements and be adopted by the County Board of Supervisors before they can be implemented. County Law Libraries across the State are planning for reopening, although reopening dates vary widely and many are tied to the local superior court reopening date and in some cases the
local public library reopening date as well. Unfortunately, supplemental funding for County Law Libraries was not included in Governor Newsom’s May Revise of the State Budget, so we will advocate to the Legislature for inclusion in the Senate and Assembly Budget Plans that must be presented to the Governor by June 15. Laurie also reported that both part-time Law Library Staff were furloughed from May 1 through May 31 as a cost-cutting measure in light of anticipated budget shortfalls resulting from the COVID-19 Stay Home Orders.

5. Committees
5.1 Books, Tables and Chairs – The committee members met with the director to discuss cost-containment measures. The committee recommended eliminating the following: 10 print titles from the CEB Collection (list attached to agenda), Deering’s CA Codes (because we also have West’s CA Codes), ALM Verdict Search (because they switched to an online only platform which is difficult to share with patrons) and CA State Bar Court Reporter (because reports of attorney disciplinary proceedings are available online from the State Bar website). Total savings from those cuts comes to $7,610.

5.2 Civic Engagement – Denise will have a written proposal next month. The next First Thursday event will be with Dana Van Gorder of The Spahr Center on June 5 on Zoom.

5.3 MCLE – No report.

5.4 Liaison to Lawyers in the Library Program – Emily reported that she did not renew her term on the board but is planning to volunteer once a month for LIL and is willing to continue serving as attorney coordinator when we reopen. All clinics scheduled during the COVID19 Stay-at-Home Orders have been cancelled. Emily and Laurie discussed transferring LIL to online and/or telephonic platform but current Law Library technology will not support either platform so more research is required to determine what will be needed to move forward with those plans.

5.5 Personnel – Tracy reported that committee members met to discuss staffing and the Law Library’s sick leave policy during COVID-19. Tracy moved for adoption of an amendment to the MCLL Sick Leave Policy to allow all staff two weeks paid sick leave according to their typical work schedules effective immediately and only for as long as the COVID-19 state of emergency is in effect. Kristine seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

6 Old Business
6.1 Review and Discuss Prospective Changes to FY 2020-2021 Budget Considering Negative Economic Impacts of COVID19 Pandemic and Extended Stay Home Orders

Budget Committee will convene a meeting to develop an amended budget for presentation to full board at June meeting.

7. New Business
7.1 Discuss Open Position on Law Library Board of Trustees
Laurie will send email to all LIL volunteers announcing open position on board of trustees.

7.2 Discuss Virtual Lawyers in the Library Program – covered in item 5.3 above.

7.3 Discuss Return to Work Planning for Staff and Facility
Laurie will prepare draft reopening plan for review by Books, Tables and Chairs Committee prior to June board meeting.
7.4 Discuss Current Collection, Renewal of NCLC Print and Digital Subscription and Measures to Reduce Subscriptions Costs

Sam reported for Books,Tables and Chairs Committee that they recommend discontinuing subscriptions to 10 CEB print titles (list attached to agenda), Deering's CA Codes, ALM Verdict Search and the CA State Bar Court Reporter, which will save the Law Library $7,610. The committee recommended renewing the Law Library's $1,880 annual subscription to the NCLC 18 Volume Print and Digital Collection of Consumer Affairs publications because several specifically address COVID-19 impacted financial issues such as surviving debt, CARES Act credit reporting protections, mortgage relief and foreclosure alternatives, and consumer protections from judgment creditors and from creditors' seizure of stimulus checks. The full board agreed with the recommendations of the Books, Tables and Chairs Committee.

8. Board Members' Suggestions for Next Month's Agenda – Budget Committee recommendations for amending FY 2020-2021 Budget and Reopening Protocols.

9. Adjournment

All relevant business having come before the board, Kristine moved to adjourn the meeting and Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:27 p.m. The next board meeting will be held on Tuesday, June 16, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,

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

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<td>$108,605</td>
<td>$116,309</td>
<td>$120,534</td>
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<td>$122,888</td>
<td>$134,394</td>
<td>$116,894</td>
<td>$105,115</td>
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#### Expenses

**Staff**

- **Librarian**: $6,575
- **Extra Hire**: $3,204
- **Social Security**: $620
- **Medicare**: $415
- **Health Benefits**: $828
- **Workers Compensation**: $9
- **Unemployment Insur.**: $424

**Administrative Expenses**

- **Insurance**: $271
- **USU**: $271
- **Complete Equity Markets**: $1,517
- **Hastford**: $421
- **Ship to CCE**: $213
- **MCUA**: $213
- **EAC**: $213
- **NOCALL**: $40
- **Office Expenses**: $492
- **Projects**: $36
- **Copy Machines**: $556
- **Dent Taja Dente**: $556
- **HitTech**
- **Menlo Copier**: $1,112

**Collection**

- **Publications & Upkeep**: $358
- **Other**: $358
- **CES**: $358
- **Levi Nish**: $358
- **Westlaw**: $358
- **West Publishing**: $358

**Fund Balance**: $105,072

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**Revenue Total**: $17,031

**Expense Total**: $22,675

**Expense Subtotal**: $22,675

**Operating Subtotal**: $5,644

**Admin Sub.**: $2,035

**Tel/Internet Subtotal**: $7,080

**Telecom Subtotal**: $7,080

**Total**: $27,675

**2019-20 Approved Budget**: $26,182

**2019-2020 May Profit and Loss Statement**

For the period ending May 31, 2020

**June**: $15,687

**Total**: $161,628
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Each current month's filing fee revenue represents income generated from the Court filings of two months ago. June revenue comes from April filings, etc.
Marin County Law Library
June 2020 WARRANTS
(Account Balance $116,740.86)

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<th>Item No.</th>
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<th>Current Amount Due</th>
<th>Suggested Payment</th>
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<tr>
<td>2</td>
<td>CEB*</td>
<td>$ 590.33</td>
<td>$ 590.33</td>
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<tr>
<td>4</td>
<td>Kaiser</td>
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<td>5</td>
<td>LexisNexis</td>
<td>$ 2,456.68</td>
<td>$ 2,456.68</td>
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<tr>
<td>7</td>
<td>SPTJ (Chien Liew Consulting)</td>
<td>$ 437.50</td>
<td>$ 437.50</td>
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<td>9</td>
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<td>10</td>
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<td>11</td>
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Salaries: $4,233.62

Total Expenses: $12,717.99

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<td>Total Revenue Available:</td>
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<td>Total Expenditures (proposed):</td>
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<td>Remaining Cash Balance:</td>
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* Projected Amount - Not Invoiced Yet
Librarian’s Report

Meeting of the Marin County Law Library Board of Trustees
June 16, 2020

1. **Covid-19 Pandemic and Stay Home Orders** – I have been working on the Law Library’s Reopening Plan (draft attached) which is based on the Site-Specific Protection Plan template approved by the Marin Board of Supervisors. Libraries were given permission to begin curbside services on June 8, but that does not affect MCLL since we do not circulate our books. On June 9, the California State Library issued guidelines for restoring in-person services in California’s Libraries. However, the issue of disinfecting print publications used by patrons inside the library has not been addressed yet. On June 11, the County issued an expanded schedule of phased re-openings for additional businesses, but a reopening date for libraries remains uncertain. There will be considerable additional expense to operate the Law Library in the age of COVID-19 due to the need for personal protective equipment and disinfecting supplies.

2. **CCCLL** – A $7 million appropriation for County Law Libraries is included in the budget agreement between the Assembly and the Senate. They must formally approve the budget by June 15 and then the Governor has until June 30 to reduce, zero out or leave as is the budget appropriation. I and many County Law Library Directors sent letters to Governor Newsom requesting his support of the appropriation for County Law Libraries. The $7 million dollar appropriation is to backfill lost filing fee revenue due to the COVID-19 crisis. In addition, CCCLL members have been working on reopening plans; only San Mateo and Stanislaus County Law Libraries have reopened with reduced hours and limited services.

3. **Payroll and HR Services Transition** – Sam, Kris and I will meet with the DOF Transition Team online in June to discuss the final stages of the transition from HR and Payroll services provided by the County to services provided by ADP.

4. **MCLL Staffing** – Staff have been furloughed through June 19. At present, one staff member is not planning to return to work at the Law Library until the threat of COVID-19 has been contained but will be available to work remotely as needed up to 10 hours per week. The other staff member plans to return to work at the Law Library when we reopen. The search for a part-time staff member to fill the position left by Stephen’s departure in February was put on hold when the COVID-19 crisis hit. I expect to resume that search when we reopen to ensure we have sufficient support should one of the two staff members available to work at the Law Library fall ill and be unable to work for two weeks or more. The FY 2020-2021 Projected Budget approved by the board includes wages for 3 part-time staff for a combined maximum of 36 hours per week.

5. **MCBA Law Library Committee** – Kris, Jonathan and I recently met with Nestor Schnasse, chair of the Marin Bar Association’s Law Library Committee. We discussed technological and financial impediments to implementing an online Lawyers in the Library program and avenues for disseminating news of the Law Library’s needs to bar members, including the Marin Bar Newsletter and other social media platforms. I reported on expanded free digital legal resources available to bar members from the Law Library’s website during the Stay Home Order, including Westlaw Edge, CEB Pro and several National Consumer Law Center publications regarding mortgage relief and foreclosure alternatives for homeowners, avoiding creditor’s seizures of stimulus checks, CARES Act credit reporting protections, consumer debt advice, and recently implemented consumer protections in response to COVID-19.
COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan (Appendix A)

Purpose of this Document
The purpose of this document is to provide each business with clear guidance for reopening in a manner that provides a safe, clean environment for employees and patrons.

This COVID-19 Site-Specific Protection Plan (Revised Appendix A) applies to all businesses but gives a two-week grace period to businesses already allowed to be operating under prior orders. Please note that Essential and Outdoor Businesses, which were permitted to operate prior to May 18, 2020, and are currently following the Public Health Order’s prior Appendix A “Social Distancing Protocol” may continue to conduct business consistent with that protocol until June 1, 2020. However, effective June 1, 2020, Essential and Outdoor Businesses shall comply with the updated Appendix A “COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan.”

Description of a COVID-19 Site-Specific Protection Plan (SPP)
The Site-Specific Protection Plan (SPP) template below combines state-level guidance published in the California State Resilience Roadmap and local Marin County public health policies.

The State of California requires all businesses to:
1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to individual businesses’ SPPs may be needed in order to incorporate new requirements. The Marin Recovers website will post and disseminate updated information and tools for you to use in developing any needed amendments.
Guidance for Developing Your Businesses’ COVID-19 Site-Specific Protection Plan (SPP)

1. Perform a risk assessment of your business practices and use the Approved Business-Specific Protocols found at MarinRecovers.org¹ as a guide for conducting your assessment.

2. Use the template below to create your own SPP by filling in the required details, based on your individual business model, to ensure your business can protect the safety of employees and patrons. Use the Approved Business-Specific Protocols published on the Marin Recovers Website in developing your SPP. These protocols were developed for your specific business type (i.e., retail, restaurant, etc.) and have been (or will be once they are posted) approved for use by the County of Marin’s Public Health Officer.

3. Finalize your SPP and physically post it at your place of business at a visible location near the entrance where staff and patrons can easily review it without touching the document.

4. Signage also needs to be posted at each public entrance of each worksite to inform all employees and patrons that they should:
   - Avoid entering or using the facility if you have COVID-19 symptoms;
   - Maintain a minimum six-foot distance from one another;
   - Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow;
   - Wear face coverings, as appropriate; and
   - Do not shake hands or engage in any unnecessary physical contact.

Sign templates can be downloaded for use from the Marin Recovers website.

Tools for Developing Your Site-Specific Protection Plan

1. COVID-19 Site-Specific Protection Plan (SPP) Template

Marin Recovers is providing a template that can be used by any business in Marin to create their own Site-Specific Protection Plan (SPP). It contains all of the standard content already written for you to re-open your business and prompts you to “fill in the blank” where unique information is required in order to complete your SPP. The template has been authorized by the County’s Public Health Officer, so you can be confident you are safely re-opening your business if you use this template.

2. Business Specific Best Practices

¹Each of the Industry specific Marin Recovers group is developing this specific guidance in real time. If they are not yet posted, please subscribe and you will be notified as soon as new content is posted.
Industry-specific Marin Recovers working groups comprised of Marin business owners have also helped to develop specific best practices for each type of business/industry which can be found here. These best practices are based on State and industry guidelines and have been approved by the county’s Public Health Officer. There is a section in the Template document that instructs you to cut/paste these best practices by business type (i.e., retail, restaurant, etc.) right into your SPP.
Proposed COVID-19 Site-Specific Protection Plan (SPP)

Business Name: Marin County Law Library
Facility Address: 20 North San Pedro Road, Suite 2007, San Rafael, CA 94903
This COVID-19 SPP was most recently updated on: June 11, 2020

The person(s) responsible for implementation of this Plan is:

<table>
<thead>
<tr>
<th>Laurie Vaala-Olsen</th>
<th>Law Library Director</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
</tbody>
</table>

I, Laurie Vaala-Olsen certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

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<thead>
<tr>
<th>Laurie Vaala-Olsen</th>
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MCLL Hours of Operation for Public shall be:
10:00 a.m. – 4:00 p.m. Monday through Thursday
9:00 a.m. – 11:00 p.m. Friday

Director’s Hours shall be:
8:30 a.m. – 5:30 p.m. Monday through Thursday
8:30 a.m. – 12:00 p.m. Friday

Staff Shifts shall be:
12:30 p.m. – 5:00 p.m. Monday through Thursday (1 - 2 employees)
Flexible Hours for Staff Working Remotely, who will provide legal research, website support, and maintenance of online collection database up to 10 hours per week.

- Public access will be by appointment only with no more than 6 patrons in the Law Library at a time (4 patrons maximum on Fridays). The main entrance door to the Law Library shall remain locked with access provided by Law Library Staff.
- The public must contact the Law Library by email or telephone to schedule an appointment. Appointments will be one hour long with a two-hour maximum per person per day. Staff will allow appointments for longer periods of time only for special circumstances.
- Patrons will be required to provide their name, address, email, telephone number, and State Bar Number, if applicable, as well as the number of their Marin Superior Court case. Patrons without a court case number will be required to briefly describe the type of legal need that they have.
• All patrons visiting the Marin County Law Library will be required to wear face coverings over their nose and mouth at all times while in the building. Patrons are required to provide their own face mask. Those who refuse will not be allowed entry into the Law Library.

• Members of the public will be required to use hand sanitizer upon entering the Law Library, which will be available at the front desk.

• Signage will be posted at each public entrance to the Law Library to inform all employees and patrons that they should:
  • Avoid entering or using the facility if you have COVID-19 symptoms;
  • Maintain a minimum six-foot distance from one another;
  • Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow;
  • Wear face coverings, as appropriate; and
  • Do not shake hands or engage in any unnecessary physical contact.

**Individual Control Measures and Screenings**

• Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected.

• All employees have been provided with or have administered to themselves symptom and/or temperature screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows CDC Guidelines.

Prior to the start of a work shift, staff will report by email or phone to the director their status of the following:

• *Have you had any signs or symptoms of a fever in the past 24 hours, such as chills, sweats, felt “feverish” or had a temperature that is elevated for you/100.0 F or greater?*
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

• *Have you traveled internationally or outside of state in the last 14 days? Or, have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19?*
• Employees who are sick or exhibiting symptoms of COVID-19 will be directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.
• Employees will be provided with all required protective equipment (i.e., face mask, face shield) which employer will ensure is worn properly at all times.
• Employees are provided with and shall use protective equipment when receiving shipments of print publication updates. Employees will wear protective gloves to place publication updates in a designated corner of the Quiet Room for 72 hours. Following the quarantine period, employees will wear protective gloves to open packages and process the print publication updates.
• Face coverings, including a face mask and a face shield, are required for employees when they are in the vicinity of others. Face coverings are not shared at this worksite.

Cleaning and Disinfecting Protocols
• Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
• All shared equipment and touchable surfaces are cleaned and sanitized between each use.
  ° Computer Workstations (Desktop and Keyboards) - Disinfecting Wipes will be provided to patrons to wipe down the desktops and keyboards on public access computer workstations prior to their use of same.
  ° Copier - Disinfecting wipes will also be provided for patrons to disinfect the public access copier prior to its use by patron.
• Schedule:
  ° Break Rooms: Equipped with disinfecting wipes and/or disinfecting spray and paper towels for cleaning table, microwave, refrigerator, and any other items touched by employee following an employee’s use of the room.
  ° Bathrooms: NA
  ° Handrails/door handles/counters: Disinfected frequently through-out the day and every evening after Law Library has closed to the public.
  ° Scanners: Disinfected after each use by staff.
  ° Telephones: Disinfected twice daily; once during lunch hour and again at end of day after Law Library has closed to public.
    ♦ Staff Telephone – Staff will use front desk telephone during entire shift. Public will not be allowed to use staff telephone.
    ♦ Director Telephone – Director will use only director’s telephone during work shift.
  ° Hand/held devices (payment portals, staplers, staple removers, paper punchers, writing implements, rulers, etc.): Disinfecting wipes will be available to public for disinfecting hand/held devices prior to using them.
    ♦ Staff devices will be kept separate from devices used by public and will be disinfected at end of day.
    ♦ Public will be advised to disinfect devices prior to use by wiping with disinfecting wipe provided by staff.
Custom equipment and tools (library carts): Wiped down twice daily; once during lunch hour and again at end of day after Law Library closes to public.

- Patron entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes. Hand sanitizer will be available at the front desk upon entering the Law Library. Patrons must request sanitizing wipes from staff for use at public access computers and public access copier.
- Hand washing facilities are available to Law Library Staff and Patrons in the public bathrooms located outside the Law Library facility, are shared with other County of Marin Departments, and are cleaned by County of Marin Custodial Staff. The County is responsible for maintaining the public restroom in Building 20 which must stay operational and stocked at all times with additional soap, paper towels, and hand sanitizer supplied when needed.
- Sanitizing supplies are provided to promote employees’ personal hygiene. This includes tissues, no-touch trash cans, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)’s-approved for use against COVID-19 list.
- Business hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures. Law Library hours of operation will be reduced to allow for thorough daily disinfecting of Law Library.
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Staff will wipe down tables between each patron use.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart. Only 1 employee will be allowed in break room at a time. Sanitizing wipes will be stocked in break room at all times. At end of break, Staff will be required to wipe down all surfaces touched by staff during break.
- Tape or other markings have been placed at least six feet apart in patron line areas at front desk, copier and on sidewalks or other walkways near public entrances with signs directing patrons to use the markings to maintain distance. Only 1 patron at a time is allowed to approach front desk for assistance.
- Patrons are permitted to bring one small handbag or one small briefcase into the Law Library with them.
- All desks or individual workstations are separated by at least six feet.
  - Patrons will be limited to 1 person per table with signage on every table
  - Desk carrels (not the computer work stations) will not be used and will be marked off limits with masking tape
  - Patrons will be allowed to use 2 of the 4 computer workstations but NOT the desk carrels next to the computer workstations, which will be marked off limits with masking tape.
Business/Industry (Library) Best Practices

- Go to Marin Recovers website and find the list of specific best practices for your type of business and copy/paste them into this section. For example, the Retail specific guidance will include guidelines for operating curbside service beginning on May 18th.

Other than Library Curbside Service Protocols, no other Library protocols have been issued yet. See County Library Curbside Protocols here: https://marinrecovers.com/libraries/

- Not sure how we will quarantine books used in the Law Library when we reopen. Public libraries must quarantine returned books for 72 hours in a dedicated bin or space at library facility with staff required to wear PPE while handling returned books. Those procedures will be implemented when libraries begin accepting returned books, which has not begun yet; County Free Library is allowing only curbside pickup at this point. See signed County Order here: https://marinrecovers.com/libraries/

- If books used within the Law Library must be quarantined, they will be placed in the far corner of the Quiet Room with the space marked “off limits” to patrons. Books shall remain there for 72 hours. Staff must wear face masks and gloves when returning quarantined books to the shelves.

- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.

Notification of COVID-19 Positive Case at your Worksite

- County of Marin Public Health will be notified of all positive COVID-19 cases.

- If an employee is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.

Training

Employees have been trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- The importance of seeking medical attention if an employees’ symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC’s webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- Manufacturer’s directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:
  - Face masks must cover the nose and the mouth.
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings to be washed by employee after each shift unless they are disposable.

**Compliance and Documentation**
- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.
Exhibit A – Physical Distancing for Operating Indoors

<Insert the effective date your business is permitted to operate indoors>

Not granted yet.

- The number of individuals allowed indoors at any one time is limited to __________, which allows for patrons and employees to easily maintain at least six-foot distance from one another at all practicable times.
- An employee will be assigned during all operating hours to ensure that the maximum number of patrons indoors is not exceeded.

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2 Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksite Specific Plan when your business type is permitted to do so.
Draft MOU Twixt Friends and Law Library

The following will constitute an operating agreement between the Friends of the Marin County Law Library (Friends) and the Marin County Law Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the board of the Library.

The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, the Friends is a legally distinct entity and is not a part of the Library.

Board members of the Library may serve on the Friends’ board, and vice versa, but there should be a majority of board members on the Friends board who are not Library trustees.

The Library agrees:
- to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.
- to share with the Friends the library’s strategic initiatives at the beginning of each fiscal year and discuss with the Friends how the Friends’ resources and support might help forward these initiatives.
- to supply the Friends with a “wishlist” each year that indicates the anticipated needs for Friends support.
- to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.
- to provide public space for Friends membership brochures and promotional materials.
- to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree:
- to publicly support the Library and its policies.
- to include a member from the library’s administration as a non-voting presence at all Friends’ meetings and to allow room on the agenda for a library report.
- that any and all monies raised by the Friends and placed within the Friends bank account will be spent exclusively for library programs, services, and other Library defined needs, except for funds needed to conduct its business.
such as fundraisers, hiring of consultants, and purchase of fundraising materials.
- that the Library has the final say in accepting or declining any and all gifts made to the Library.
- to engage in advocacy efforts on behalf of the Library.

Other possible provisions and agreements:

The Library Trustees acknowledge that they do not supervise the activities of the Friends of the Library.

The Board reserves the right not to participate in any Friends projects in which the Board does not believe the best interest of the Library is being served.

Friends' funds and Library funds shall not be commingled or integrated.

Funds raised by the Friends shall become the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. (Or not).
ULC Statement on Race and Social Equity

In a strong act of commitment to a more equitable society, 170 public libraries across North America have signed the Urban Libraries Council’s Statement on Race and Social Equity. This statement serves as a baseline upon which libraries can build policies and actions that make their communities more inclusive and just. The statement reads as follows:

As leaders of North America’s public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.

California Libraries that have signed the statement:

Alameda County Library                          Palo Alto City Library
Berkeley Public Library                         Pasadena Public Library
Carlsbad City Library                           San Diego Public Library
Contra Costa County Library                    San Francisco Public Library
Fresno County Public Library                   San José Public Library
LA County Library                               San Mateo County Library
Los Angeles Public Library                     Santa Clara County Library
Marin County Free Library                      Santa Monica Public Library
Oakland Public Library                         Sonoma County Library
Pacific Library Partnership                    Sunnyvale Public Library