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, August 15, 2017 at 5:15 p.m.

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

Call to Order

President Sam Ware called meeting to order at 5:15 p.m. and thereafter presided.

1. Approval of Minutes

1.1 The July 18, 2017 Minutes were reviewed by the trustees. Tracy moved for approval of the Minutes as presented. Jonathan seconded. Motion passed with 4 Ayes, 0 Noes, and 2 Abstentions by Alexandria and Denise because they were not present at the July Board meeting.

2. Open Forum

Bill suggested that the Law Library create a wish list of its needs and post it on the Law Library website.

3. Financial Report

3.1 July 2017 Fiscal Report
Laurie presented the July 2017 Fiscal Statement, which reflected $15,910 in revenue, $14,753 in expenses and an account balance of $1,156.66. Filing fee revenue was up from that received for the same period last year. The Unrestricted Fund Balance as of August 9 was $67,117.29.

3.2 August 2017 Warrants
Laurie presented the August 2017 Warrants. Tracy moved for approval of the August Warrants as presented; Alexandria seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
4. Librarian’s Report
Laurie reported that she has not found anyone to work the 10 hours per week that Bettina used to work. However, she continues to interview interested applicants. The Law Library presently has 3 volunteers who are making significant contributions to help us reach our goals of creating a promotional video, upgrading the website and tabulating the demographic data about patron use of the Law Library and about participants in the Lawyers in the Library program.

5. Reports of Special Committees

5.1 Lawyers in the Library
Alexandria is working on revising the program documents to allow for referrals. She expects the Marin County Bar Association to contribute half toward the cost of the liability insurance for the program but still needs to confirm that. The program committee will meet again to review what is working and what is not and tweak the program as needed.

5.2 Outreach
Jonathan reported on his recent fundraising efforts, including creation of a website for Friends of the Marin County Public Law Library as well as securing a bank account for the nonprofit and a meeting between him, Sam and Laurie with County Administrator Matthew Hymel about obtaining funding for the Law Library. He urged the board to move forward with hiring Fundraising Consultant Brandon Barber to begin development of the fundraising plan for the Law Library. There was extensive discussion regarding various fundraising matters.

6. Old Business

6.1 Discuss and Approve Purchase of Health Care Insurance for Law Library Director
Laurie stated that she had checked on the bronze level coverage as requested but that the deductibles are so high at $5,000 to $6,500 that it would not really provide coverage for typical medical expenses. Questions were raised about coverage through CalPERS because Marin County is not a CalPERS member but instead self-insures. Laurie will check with the County about their coverage.

6.2 Discuss and Approve Hiring of Fundraising Consultant
Jonathan stated that Brandon Barber has done a considerable amount of work on the Friends website, for which Jonathan has donated $1,500 for the work so far. Jonathan requested that the board approve hiring Brandon to proceed with development of his fundraising plan for the Law Library. He emphasized the importance of showing we are committed to and invested in development of the Law Library. Discussion ensued. Tracy moved to accept Brandon Barber’s fundraising proposal and to fund it partially in the amount of $5,000 without making a commitment to fund it further. Donald seconded. Motion passed with 4 Ayes, 2 Noes, and 0 Abstentions.

6.3 Discuss and Approve Purchase of Subscription to California Forms of Pleading and Practice
Tabled until next month.

6.4 Discuss and Approve Policy for Conference Room Use at No Charge
The trustees briefly discussed this matter and agreed to revisit it next month.
7. New Business

7.1 Discuss and Approve Law Library Director's Attendance at CCCLL Fall 2017 Meeting in Sacramento

This item was discussed briefly under the Librarian's Report. Alexandria moved for approval for Laurie to attend the Fall 2017 Meeting of the Council of California County Law Librarians from September 10 to 12 in Sacramento, including the estimated budget provided in the agenda packet. Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.2 Discuss Creation of Formal Procurement Procedures

Alexandria stated that the Court's procurement procedures are extensive and detailed and that it would be overkill for the Law Library to implement them. Laurie will check with other law librarians to see if they have any formal procurement procedures.

7.3 Discuss Annual Report for Fiscal Year 2016-2017

Laurie began preliminary work on a draft of the Annual Report for FY 2016-2017 which must be submitted to the Board of Supervisors, County Administrator and County Finance Director by October 15, 2017. Jonathan volunteered to work on it with Laurie.

7.4 Discuss and Approve Increase in Proctored Exam Fee

Laurie presented the issue, stating she spends a considerable amount of time coordinating with the students, their educational institutions, in some cases their instructors and then administering the exams and completing the follow-up once the exam is over. A survey of other entities providing proctored exam services revealed that our fee is considerably lower than theirs. Laurie suggested increasing the fee to $35. Discussion ensued. Donald moved to increase the proctored exam fee to $40 per exam. Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

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

9. Adjournment

All relevant business having come before the board, Tracy moved to adjourn the meeting and Alexandria seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:10 p.m. The next board meeting will be held on Tuesday, September 19, 2017 at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President  
Laurie Vaala-Olsen, Ex-Officio Secretary