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, March 20, 2018 at 5:15 p.m.

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

Call to Order

Board President Sam Ware called the meeting to order at 5:19 p.m. and thereafter presided.

1. Approval of Minutes

Emily requested that 5 p.m. be changed to 5:30 p.m. under item 5.1, Lawyers in the
Library Committee Report, to reflect the correct starting time for the Attorney Volunteer
Appreciation Event on April 23. Jonathan moved for approval of the Minutes as amended;
Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum: There were no comments.

3. Financial Report

3.1 February 2018 Fiscal Report
The February 2018 Ending Balance was -$1,894.65 and the July 1, 2017 through
February 28, 2018 Year-to-Date Ending Balance was -$5,587.96. These negative
balances are primarily due to the purchase of health insurance coverage for the Director,
which was not anticipated when the projected budget was approved last February 2017,
and for unexpected IT consulting expenses for troubleshooting issues between Windows
updates and the Law Library’s security software on the public access computers. The
Unrestricted Fund Balance as of March 12, 2018 was $58,278.60.

3.2 March 2018 Warrants
Laurie presented the March 2018 Warrants, stating that item No. 7, the NOCALL
expense of $213.93 will be payable in the amount of $115 to NOCALL and $98.93 to
Laurie Vaala-Olsen. Kristine moved to approve the March 2018 Warrants as amended
and Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
4. Librarian’s Report
Laurie reported on CCCLL’s continuing efforts to seek $16.5 million in funding for California County Law Libraries by requesting a line item in the Governor’s FY 2018-2019 Budget. Our IT Consultants continue to work on the Law Library’s public access computers to resolve printing problems and issues with large Windows updates. Steve is working on updating the Law Library’s Master Index of Publications, which has not been updated since 2015. Bettina is compiling an updated Staff Procedures Manual. The first cut of a short video about the Law Library has been completed but needs additional editing before it can be posted to the website. Laurie reported that she has two volunteers working on demographic tabulations for Law Library Patron Visits in 2017 and Lawyers in the Library Patron Visits since the program’s inception in October 2016.

5. Reports of Special Committees

5.1 Lawyers in the Library
Emily reported that the March 8 clinic went well and that invitations for the Attorney Volunteer Appreciation Event were sent out. So far, we have 25 RSVPs. She and Laurie are working with Kristine, Mee Mee and Laurie Joyce to better address the high volume of family law cases in the county. Emily also reported on revisions to two LITL documents, the flyer and the exit survey, to more accurately reflect the program rules. There was discussion regarding placing a deadline and/or a cap on the number of participants allowed at the Attorney Volunteer Appreciation Event. Laurie will check fire code limits.

5.2 Outreach
Jonathan reported that he is concentrating on the Appreciation Event for Lawyers in the Library and plans to contact judges to let them know we will be honoring Alexandria Quam at the event. His next focus will be on seeking private donors for the Law Library.

5.3 Patron/Technology Standards Committee
Kristine announced that she created a flyer to be posted in the Law Library for the committee members to review. She will have it ready for the next board meeting.

6. Old Business

6.1 Discuss Patron and Technology Issues and Rules and Revisions to Policy Proposed by Patron/Technology Standards Committee and Approve Revisions Rescheduled to April Board Meeting.

6.2 Discuss any Remaining Lawyers in the Library Issues
There were no further issues to discuss; everything was covered under LITL.

6.3 Discuss any Remaining 5 Year Strategic Plan Issues
Laurie is working with several volunteer organizations regarding securing a volunteer to facilitate the strategic planning meeting scheduled for May 12, 2018. The Executive Committee will make the final decision about the facilitator.
7. New Business

7.1 Closed Session: (Gov. Code §§ 54950-54963)
Public Employee Discipline
California Government Code §§ 54954.5(e) and 54957(b)

Reconvene at Conclusion of Closed Session
California Government Code § 54957.1
Report on Action Taken in Closed Session, If Any
Sam reported that he presented complaints brought by two patrons of the Law Library against several Law Library Staff members, as well as the results of investigations of those complaints. Following discussion, the board of trustees found that no discipline was warranted. Sam will send letters to the two complainants and to the Executive Director of the Marin County Bar Association regarding the board’s decision.

7.2 Discuss and Approve Projected Budget for 2018-2019FY
Sam presented the projected budget and described the methodology used to arrive at the projected budget numbers. Discussion ensued. Donald moved to approve the budget as presented; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions (Jonathan had stepped out of the room temporarily).

7.3 Discuss and Approve Reimbursement to Director for (1) Purchase of Membership to Northern California Association of Law Librarians (“NOCALL”), and (2) Attendance at NOCALL Meeting on March 16, 2018 for County Law Library Advocacy Training.
See item 3.2, March 2018 Warrants.

8. Board Members’ Suggestions for Next Month’s Agenda
1. Place Patron and Technology Issues and Rules and Revisions to Policy on agenda. Kristine will submit a substantive report for the discussion.
2. Finalize plans for May 12 Strategic Planning Meeting.
3. Disband committees and create liaison representatives in their place.

9. Adjournment
All relevant business having come before the board, Kristine moved to adjourn the meeting and Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:17 p.m. The next board meeting will be held on Tuesday, April 17, 2018 at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

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