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, June 19, 2018 at 5:15 p.m.

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

Call to Order

Vice President Jonathan Frieman called the meeting to order at 5:17 p.m. and
thereafter presided.

1. Approval of Minutes

Bill requested that "indigent pro pers" be inserted after "advice" and prior to
"throughout the course of ...." to his statement under item 2, Open Forum. Donald moved
to approve the May 15, 2018 Minutes as amended; Sam seconded. Motion passed with 4
Ayes, 0, and 1 Abstention because Denise's term expired on April 20, 2018; she will be
reappointed by the Judges on June 20.

2. Open Forum: No Comments

3. Financial Report

3.1 May 2018 Fiscal Report
Laurie reported extensively on the May 2018 and July 1, 2017 to May 31, 2018
fiscal statement. She enumerated the amounts that were over budget. Sam also reported
that after taking into account and including the computer upgrades purchase, unanticipated
computer consultant fees, hiring the fundraising consultant, and other unanticipated costs,
the Law Library ran a $500 per month deficit this past fiscal year. Discussion ensued. The
trustees will revisit the FY 2018-19 Projected Budget in July to adjust it as necessary.
Laurie pointed out that Total Year-To-Date Revenue for FY 2017-18 was approximately
$8,000 more than we projected for July to May, with $7,000 of it coming from Filing Fee
Revenue, which helped our bottom line.

3.2 June 2018 Warrants
Laurie presented the June 2018 Warrants, noting that although it says "May 2018"
on the Warrants List, it is in fact the June 2018 Warrants List. She stated that we received
an invoice from USLI on July 18th, which must be added to the list because payment is due in early July. Laurie reminded the trustees that the warrant amounts for CEB, LexisNexis, Westlaw Next and West Publishing include both May 2018 and June 2018 invoices, since we put off paying the May 2018 invoices last month. In addition, Emily Vance generously offered to wait to be paid for her expenses related to the Lawyers in the Library Event last month, so her reimbursement request is on the June Warrants List. Also, we paid only $600 of the SPTJ invoice last month, which left $734.85 unpaid, and which has been combined with the amount due this month to arrive at the total due on the Warrants List. Last, Laurie stated that there are three payroll dates in June instead of two, so the Salaries amount appears higher than usual. Sam moved to add a line item for payment of $295 to USLI, bringing total expenses to $16,139.42, which, combined with the Salaries total of $9,137.88, comes to a grand total of $25,277.30 for the June Warrants, and that we pay the June Warrants as amended; Emily seconded. Motion passed with 5 Ayes, 0 Noes, and 1 Abstention.

Kristine moved to discuss Agenda Item 7.1 out of order; Sam seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

4. Librarian’s Report
Laurie reported that the computers are working well at the present time. Further, she stated that California County Law Libraries are still in the Governor’s FY 2018-19 Budget, so there is hope that we will receive some state funding in the next fiscal year.

5. Reports of Special Committees

5.1 Report from Patron /Technology Standards Committee
Kristine stated that the committee did not meet so there was no report to give.

5.2 Report from Law Library Video Editing Committee
Jonathan reported that the existing video focuses on the Lawyers in the Library program, so they would like to expand on it to include more about other services available at the Law Library or decide to create two separate videos; one about the Law Library and the other about the Lawyers in the Library program. Tracy has several great ideas for additional content regarding how the Law Library serves attorneys as well as how it serves as a safety-net for self-represented individuals. The next step will be a meeting of interested parties to determine how to proceed.

6. Old Business

6.1 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan. Including Rescheduling May 12 Special Meeting that was Cancelled
Laurie stated that Ulla-Britt is still interested in facilitating the meeting and suggested rescheduling the special meeting to August. Kristine proposed several dates in August and September but the only mutually acceptable date that all of the trustees could attend is August 11. Laurie will contact Ulla-Britt to check on her availability and report back to the board in July.

6.2 Discuss and Approve Law Library Civic Engagement Program for Marin County School Children
This item was suggested by Denise at the last board meeting. Jonathan appointed Denise, Kristine and Donald to a Special Committee for a Law Library Civic Engagement Program to explore the possibility of developing such a program.

7. **New Business**

7.1 **Discuss and Approve Amendment to FY 2017-2018 Budget to Appropriate Funds**

Sam presented the matter. The bottom line is that we spent more than we took in; by the end of the fiscal year Sam estimated that we will have spent $210,000 and taken in $187,000. We had an overall budget deficit of $23,000. Of that deficit, $11,500 was for computers and $5,000 was for a fundraising consultant. Another portion of the deficit is attributable to unanticipated IT troubleshooting costs of about $4,000. In addition, healthcare for Laurie cost $2,725, the Lawyers in the Library Appreciation Event cost $500, Holiday Bonuses cost $750, copy costs related to the Lawyers in the Library clinics totaled about $500, and legal publications/database subscription costs were about $4,000 higher than we anticipated. All told, the Law Library operated at about a $500 per month deficit in FY 2017-18 after including the unanticipated and one-time costs. Sam recommended that we pass Resolution 2018-4 to appropriate $7,000 from the Law Library’s General Operating Fund for Salaries and Benefits and $17,000 from the General Operating Fund for Supplies and Services Expenses in the FY 2017-18 Budget. Denise expressed concern for making one-time out of pocket expenses such as holiday bonuses instead of paying employees a livable wage with annual raises in accordance with cost of living increases. Kristine moved to approve Resolution 2018-4 to appropriate $7,000 from the Law Library’s General Operating Fund for Salaries and Benefits and $17,000 from the General Operating Fund for Supplies and Services Expenses in the FY 2017-18 Budget; Emily seconded. Motion passed with 5 Ayes, 0 Notes, and 1 Abstention.

Kristine moved to take Agenda Item 7.3 out of order; Emily seconded. Motion passed with 5 Ayes, 0 Noes, and 1 Abstention.

7.2 **Discuss and Approve Renewal of Subscription to CEB OnLAW**

Laurie reported that the CEB OnLAW subscription is due for renewal in August. It will cost about $4,000 to renew, which includes a discount because we enjoy Consortium pricing through CCCLL. Sam said the net increase for the renewal agreement is only 1% because of the special pricing. Discussion ensued. Kristine requested a usage report to see what Law Library patrons are using. Denise suggested adding this subscription to our Wish List for public support of the Law Library. Laurie stated managing the financial recordkeeping for contributions toward this subscription would be relatively straightforward but expressed that it is proving challenging to determine how to set up the recordkeeping for donations for very expensive print publications because numerous donations will have to be aggregated to acquire enough funding to purchase the publication. This could take a substantial amount of time and checks may become stale in the interim. Kristine suggested a way to manage this and said she would assist Laurie with setting up a system. Kristine moved to approve renewal of the CEB OnLAW subscription under the general terms reported by Laurie; Donald seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention.
7.3 Discuss and Propose Candidates for President and Vice President of the Law Library Board for FY 2018-19

Sam does not wish to be President next year but would consider servicing as Vice President. Jonathan is interested in serving as President. Anyone else interested in serving as either President or Vice President of the board for FY 2018-19 should email Laurie before the July 17, 2018 Board Meeting. Elections will be held in July pursuant to the Law Library’s Bylaws.

Emily moved to take up Agenda Item 6.1 out of order; Kristine seconded. Motion passed with 5 Ayes, 0 Noes, and 1 Abstention.

7.4 Discuss and Approve Appointment of Liaison for Lawyers in the Library Program

Kristine moved to appoint Emily as Liaison to the Lawyers in the Library program; Donald seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

7.5 Discuss and Approve Appointment of Liaison for Friends of the Marin County Law Library Nonprofit Organization

Emily moved to appoint Jonathan Frieman as Liaison to Friends of the Marin County Law Library Nonprofit Group; Kristine seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

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

Kristine suggested that all reports and agenda items except the election, budget analysis and warrants be in writing next month to free up more time for the discussion about amendments to the FY 2018-19 Law Library Budget.

9. Adjournment

All relevant business having come before the board, Kristine moved to adjourn; Emily seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention. The meeting was adjourned at 6:36 p.m. The next board meeting will be held on Tuesday, July 17, 2018 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D., Vice President

Laurie Vaala-Olsen, Ex-Officio Secretary