

Marin County Law Library

20 North San Pedro Road, Suite 2007

San Rafael, CA 94903

Email: lawlibmc@sonic.net

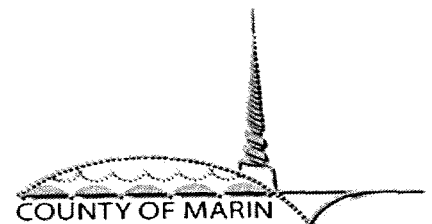
Phone: 415-472-3733

Fax: 415-472-3729

LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen

Notice of Regular Monthly Meeting of Marin County Law Library Board of Trustees Monday, April 18, 2016 at 5:15 p.m.



BOARD OF TRUSTEES:

Samuel G. Ware, Esq., President

Denise Bashline, Vice President

Alexandria Quam, Esq.

Robert Begley, Esq.

Elliot Bien, Esq.

Jonathan Frieman, J.D.

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 March 21, 2016 Minutes
2. Open Forum: Opportunity for Comments from Public
3. Financial Report
 - 3.1 March 2016 Fiscal Report
 - 3.2 April 2016 Warrants
4. Librarian's Report
5. Reports of Special Committees
 - 5.1 Report from Subcommittee on Lawyers in the Library
 - 5.2 Report from Subcommittee on Outreach
6. Old Business:
 - 6.1 **Discussion and Action Item:** Discuss Current Law Library Subscriptions and Reductions in the Collection
 - 6.2 **Discussion and Action Item:** Report on Inland Dispute

* 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 packet of information containing reports and exhibits related to each item is available for public review at least 72 hours prior to the meeting or, in the event that it is delivered to the Law Library Trustees less than 72 hours prior to a Meeting, as soon as it is so delivered. The 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 in the ground floor lobby of the third and Northernmost archway entrance to the Civic Center at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

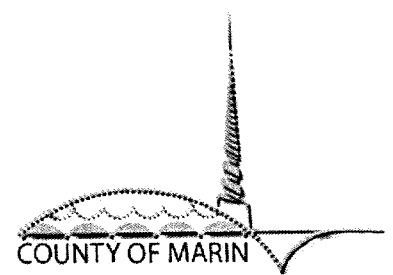
7. New Business:
 - 7.1 **Discussion and Action Item:** Discuss and Approve Compensation for Law Library Director for Extra Hours Worked to Prepare for and Attend Monthly Board of Trustees Meetings in February and March Due to Staff Shortage
 - 7.2 **Discussion and Action Item:** Discuss and Approve Replacement of 4 Existing Public Access Computers with 4 Newer Computers
 - 7.3 **Discussion & Action Item:** Law Library Director's Upcoming Jury Duty Service
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Monday, May 16, at 5:15 p.m.

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.

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Regular Meeting of the Board of Law Library Trustees of Marin County



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.

Monday, March 21, 2016, at 5:15 p.m.

BOARD OF TRUSTEES:
Samuel G. Ware, Esq., President
Denise Bashline, Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Jonathan Frieman, J.D.

Present: Sam Ware, Denise Bashline, Elliot Bien, Robert Begley, Jonathan Frieman and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Bill Hale.

Call to Order

Sam Ware, the Board's President, called the meeting to order at 5:23 p.m., and thereafter presided. He welcomed Jonathan Frieman to the board. Jonathan was recently appointed a trustee of the Law Library by the Board of Supervisors. He has a law degree and a great deal of experience in the nonprofit sector.

1. Approval of the Minutes

1.1 The February 22, 2016 Minutes were reviewed. Denise moved for approval of the Minutes as presented. Elliot seconded. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

2. Open Forum

Bill Hale suggested including the hourly rate for conference room rentals on the special notice posted in the law library regarding fee increases for certain services.

3. Financial Report

3.1 February 2016 Fiscal Report

Laurie presented the February 2016 Fiscal Statement. The Unrestricted Fund Balance as of March 21 was \$74,212.16. Although revenue from copy card and book sales, proctoring services, and conference room rentals provided income that is \$1,690 over our projected budget numbers, revenue received from earned interest, donations, and fax and paper sales is \$2,339.61 under our projected budget numbers, resulting in a combined revenue shortfall of \$650 for the year to date. However, because our actual expenses are less than our projected expenses, we have a net positive balance in our account of \$17,088.63 for the year to date. While our March filing fee revenue

increased 8.5 percent from the previous year, our year to date income is still 5 percent less than it was in 2014-15, and 35 percent less than it was in 2010-2011.

3.2 March 2016 Warrants

Laurie presented the list of March 2016 Warrants. She stated that all of the warrants were standard expenses, with the exception of the US Bank payment. The \$231.07 statement from US Bank was for purchases made with the Law Library's Cal Card and includes \$99 for renewal of our Wix website, \$14.95 to renew our domain name registration, \$42.12 for office supplies, \$14 for board meeting snacks and \$75 for a Craigslist ad for the available part-time law library assistant position. She also pointed out that the payment to BNA will be our last quarterly payment before the subscription ends in mid-July. Robert moved to approve the March Warrants as presented. Elliot seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

CCCLL Spring Meeting – Laurie reported on the California Council of County Law Librarians Spring Meeting in Sacramento.

Law Library Assistant Search: Laurie reported that she has almost completed the interviewing and reference-checking of candidates for the part-time law library assistant position. She will then extend an offer pending the results of a background screening.

ADA Compliance: Installation of an automation feature on the door to the hallway with Health and Human Services is scheduled to take place on Friday, March 25th.

5. Old Business

5.1 Discuss Wage Increase for Law Library Director Laurie Vaala-Olsen (Resolution 2016-3)

Laurie reported that the board must amend Resolution 2016-3 on staff wage increases to separate the increase in Robert's wage from the increase in Laurie's wage. Elliot moved to amend Resolution 2016-3 by removing the increase for Robert's wage from the resolution but retaining the language to increase Laurie Vaala-Olsen's wage by \$7.00 per hour from \$20 per hour to \$27 per hour, effective February 1, 2016. Denise seconded. The resolution passed with 5 Ayes, 0 Noes, and 0 Abstentions. Jonathan moved to adopt Resolution 2016-3 as amended. Elliot seconded the motion. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.2 Discuss Wage Increase for Law Library Assistant Robert Carrington (Resolution 2016-5)

Elliot moved to adopt Resolution 2016-5, to increase the wage of Law Library Assistant Robert Carrington by \$1.25 per hour, from \$15 per hour to \$16.25 per hour, effective February 1, 2016. Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.3 Discuss and Approve Law Library's FY 2016-18 Boards & Commissions Biennial Report to the County of Marin

The board reviewed the revised 2016-18 Biennial Report to the County. Following discussion of various points in the report, Robert moved to adopt the report as presented. Elliot seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

5.4 Report on Inland Dispute and Replacement

Sam reported that the Law Library and Inland have arrived at an impasse. He recounted a brief history of the dispute, including Inland's refusal to provide any further technical support to service the equipment. There was discussion regarding the amount in dispute and whether a meeting with Inland might make sense to explore the possibility of resolving the dispute. Sam agreed to meet with an Inland representative if Inland provides the written analysis that the Law Library has requested every month for more than a year in a letter that sets forth the Law Library's analysis of the matter and transmits our check to pay for copies and prints under the service agreement. Robert moved to grant Sam the authority to use his discretion to handle this matter. Elliot seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

6.0 New Business

6.1 Discuss Current Law Library Subscriptions and Reductions in the Collection, and Approve Renewal of Contract with West

Sam recommended that the Law Library discontinue its subscription to the BNA tax law publications, which cost almost \$6,000 annually. This will make up half of the total amount in subscriptions that the Law Library must cut from its 2016-2017 budget pursuant to the FY 2016-2017 Projected Budget the board adopted in January 2016. Elliot moved to adopt Sam's recommendation that the Law Library not renew its subscription to the BNA tax publications when it expires in July 2016. Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

Sam reported that the Law Library had reached an agreement with Westlaw Next for renewal of the contract that Ben Gale had negotiated three years ago. It will include the same databases plus California Appellate Court Briefs. In addition, we will add California Model Forms. The contract for the West Print Publications does not expire until December 26, 2016 so we will not renew that contract until then; we are still negotiating the terms of that renewal, but cost increases will be capped at 5 percent annually. Robert moved to approve renewal of a three year contract with Westlaw Next as negotiated by Sam and Laurie. Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6.2 Report from Subcommittee on Lawyers in the Library

Laurie reported that efforts are underway to develop a Lawyers in the Library program with the help of the Marin County Bar Association. Laurie is compiling information about

programs in other law libraries and Ali is communicating with members of the bar association. Denise stated that the San Francisco Paralegal Association is interested in offering the volunteer services of paralegals to assist attorneys with implementing this program. Paralegals can help fill out forms and such. Sam stated he would obtain information from the bar association when he attends a luncheon of the Pro Bono Section of the bar later this week.

6.3 Report from Subcommittee on Outreach

Denise reported on further efforts to research the possibility of a Friends of the Law Library fundraising entity. She stated that the Law Library needs to work on its presence in the community and raise awareness of our value to the community. Social media efforts can make a significant impact in this regard, such as enhancing our website and increasing postings on our Facebook page. Jonathan offered to network with his many contacts in the nonprofit world to find people interested in supporting the law library. One way to do this would be by sharing stories of the people we have helped. Jonathan also has experience with grant writing which he can offer.

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

The board members would like to continue the discussion about fundraising next month, including information about this subject from the CCCLL Spring Meeting.

8. Adjournment

All business before the Board having been considered, Robert moved to adjourn the meeting, and Elliot seconded. The meeting was adjourned at 7:15 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, April 18, 2016, at 5:15 p.m.

Respectfully submitted,

Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary

Marin County Law Library 2015/2016 FY
March 2016 Fiscal Statement

G/L Acct. No.	Account Description	Proj. Budget 2015-2016	Proj. Budget Monthly	Actual Monthly	Proj. Budget Year to Date	Actual Year to Date
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CREDITS

4310215	Court Filing Fees	\$ 162,000.00	\$ 13,500.00	\$ 13,942.25	\$ 121,500.00	\$ 124,419.27
4410125	Interest	\$ 162.00	\$ 13.50	0.00	\$ 121.50	\$ 55.60
4710113	Copy Cards	\$ 7,000.00	\$ 583.33	\$ 776.00	\$ 5,249.97	\$ 6,071.30
4710113	Book Sales	\$ 79.00	\$ 6.58	23.00	\$ 59.22	\$ 363.25
4710615	Donations	\$ 3,500.00	\$ 291.67	-	\$ 2,625.03	\$ 67.00
4631810	Proctoring	\$ 600.00	\$ 50.00	\$ 210.00	\$ 450.00	\$ 1,079.00
4631810	Fax & Paper Sales	\$ 180.00	\$ 15.00	\$ 3.00	\$ 135.00	\$ 102.15
4631810	Conference Room	\$ 4,836.40	\$ 403.03	\$ 660.00	\$ 3,627.27	\$ 4,190.00
4631810	Other Income (MCLE, etc.)				\$ -	\$ 348.93
Total Credits:		\$ 178,357.40	\$ 14,863.11	\$ 15,614.25	\$ 133,767.99	\$ 136,696.50

Difference: \$ 751.14 \$ 2,928.51

DEBITS

Staff Expenses

5110110	Library Director	\$ 41,600.00	\$ 3,466.67		\$ 31,200.03	
5110210	Library Staff	\$ 33,475.75	\$ 2,789.65	\$ 3,895.00	\$ 25,106.85	47,274.29
5130510	Retirement/Director	0.00	0.00	0.00	\$ -	0.00
5140140	Social Security	\$ 4,465.24	\$ 372.10	\$ 241.49	\$ 3,348.90	\$ 2,931.02
5140141	Medicare	\$ 1,094.29	\$ 91.19	\$ 56.48	\$ 820.71	\$ 685.49
5130120	Health Benefits	\$ 1,800.00	\$ 150.00	\$ 159.00	\$ 1,350.00	\$ 1,431.00
5140115	Workers Compensation	\$ 1,440.40	\$ 120.03	0.00	\$ 1,080.27	\$ 422.25
5140145	Unemployment	\$ 2,592.72	\$ 216.06		\$ 1,944.54	\$ 388.05
Subtotal:		\$ 86,468.40	\$ 7,205.70	\$ 4,351.97	\$ 64,851.30	\$ 53,132.10

Difference: \$ 2,853.73 \$ 11,719.20

Admin Expenses

5210510	Insurance	\$ 3,011.00	\$ 250.92	\$ 315.00	\$ 2,258.28	\$ 1,897.25
5220146	Postage/Petty Cash	\$ 300.00	\$ 25.00	0.00	\$ 225.00	\$ 299.90
5220110	Office Supplies	\$ 6,000.00	\$ 500.00	\$ 381.95	\$ 4,500.00	\$ 3,544.51
5220110	Projects	\$ 300.00	\$ 25.00	0.00	\$ 225.00	\$ -
5211510	Copy Machines	\$ 7,500.00	\$ 625.00	\$ 556.08	\$ 5,625.00	\$ 5,004.72
5210700	Telephone & Internet	\$ 2,676.00	\$ 223.00	-	\$ 2,007.00	\$ 4,878.27
Subtotal:		\$ 19,787.00	\$ 1,648.92	\$ 1,253.03	\$ 14,840.28	\$ 15,624.65

Difference: \$ 395.89 \$ (784.37)

Legal Publications Collection

5220810	Upkeep	\$ 71,602.00	\$ 5,966.83	\$ 5,142.23	\$ 53,701.47	\$ 45,984.10
5220100	Book Binding	\$ 500.00	\$ 41.67	0.00	\$ 375.03	0.00
Subtotal:		\$ 72,102.00	\$ 6,008.50	\$ 5,142.23	\$ 54,076.50	\$ 45,984.10

Difference: \$ 866.27 \$ 8,092.40

Total Debits:	\$ 178,357.40	\$ 14,863.12	\$ 10,747.23	\$ 133,768.08	\$ 114,740.85
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Difference: \$ 4,115.89 \$ 19,027.23

BALANCE:	Monthly:	\$ 4,867.02	Year to Date:	\$ 21,955.65
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Unrestricted Fund Balance (as of 4/11/16): \$64,053.26

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
MONTH						
JULY	22,997.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	
ANNUAL TOTALS	260,316.77	230,610.81	204,385.29	182,611.11	174,589.13	137,516.42

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
YEAR TO DATE TOTALS	215,907.84	194,925.28	170,362.24	152,438.96	143,899.25	137,516.42

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. April revenue comes from February filings, etc.

Marin County Law Library

April 2016 WARRANTS

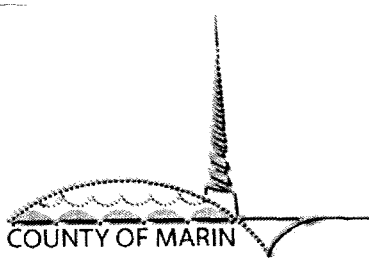
(Account Balance: \$64,053.26)

Item No.	Vendor	Current Amount Due	Suggested Payment	Remaining Balance
1	Courtroom Compendiums (Bell's Compendium on Searches &	\$ 170.00	\$ 170.00	
2	CEB	\$ 3,087.22	\$ 3,087.22	
3	Copware (CA Peace Officers' Legal Sourcebook)	\$ 85.00	\$ 85.00	
4	De Lage Landen	\$ 556.08	\$ 556.08	
5	Inland	\$ 19.07	\$ 19.07	\$0.00
6	Laurie-Blue Shield Reimbursement	\$ 159.00	\$ 159.00	
7	Laurie - Reimbursement for CCCLL Spring Meeting Expenses	\$ 482.17	\$ 482.17	
8	LexisNexis	\$ 1,088.10	\$ 1,088.10	\$0.00
9	People G2	\$ 110.49	\$ 110.49	
10	Sonic (Chien Liew)	\$ 141.37	\$ 141.37	\$0.00
11	SPTJ (Chien Liew)	\$135.00	\$135.00	
12	State Bar of CA (CA Compendium on Professional Responsibility)	\$ 50.00	\$ 50.00	\$0.00
13	US Bank	\$15.33	\$15.33	
14	USLI	\$290.00	\$290.00	
15	Westlaw Next	\$ 1,786.41	\$ 1,786.41	\$0.00
16	West Publishing	\$ 1,007.07	\$ 1,007.07	\$0.00
	Totals:	\$ 9,182.31	\$ 9,182.31	

Salaries: \$6,812.11

Total Expenses: \$9,182.31

Total Revenue Available:	\$ 64,053.26
Total Expenditures (proposed):	\$ 15,994.42
Remaining Cash Balance:	\$ 48,058.84



Marin County Law Library
Memorandum

TO: Board of Trustees
FROM: Laurie Vaala-Olsen, Law Library Director
DATE: April 12, 2016
RE: Staff Shortage Results in Extra Hours Worked to Prepare For and Attend Monthly Board Meetings in February and March

I worked extra hours to prepare for the board of trustees meetings the past two months, and I would like to be compensated for this work. Since Kelly's departure on February 11th, and in accordance with the board's decision to reduce the Law Library's operating hours effective February 1, 2016, the weekly schedule allows for part-time staff to work 34 hours and for me to work 35 hours. As you will recall, Law Library operating hours are Monday through Thursday from 8:30 a.m. until 7:00 p.m. and Friday from 8:30 a.m. until noon.

Robert generally works the late afternoon/evening shift and occasionally Friday mornings, while I work the regular day shift Monday through Friday. Although Robert had been working 19 hours per week since Kelly's departure, it still resulted in a schedule where I was working alone for long stretches of time. The lack of a second staff person at the front desk made it difficult for me to complete work that required concentration and an uninterrupted block of time. For this reason, some projects were relegated to the back burner and others required that I work during a time that was outside my regularly scheduled hours in order to complete the work in a timely manner. This included the time-sensitive work of preparing for the board meetings.

In February, I worked the following extra hours related to the board meeting:

2/17/16 – 3.5 Hours	Prepare for board meeting
2/18/16 – 2.5 Hours	Prepare for board meeting
2/22/16 – <u>2.5 Hours</u>	Attend board meeting
8.5 Hours	Total

In March, I worked the following extra hours related to the board meeting:

3/14/16 – 1.5 Hours	Prepare for board meeting
3/15/16 – 2.0 Hours	Prepare for board meeting
3/16/16 – 2.5 Hours	Prepare for board meeting
3/21/16 – <u>3.0 Hours</u>	Attend board meeting
9.0 Hours	Total

Although I attend the board meetings every month, usually I try to take compensatory time off to make up for the hours I spend at the meetings. However, because of the staff shortage I have been unable to do this for the past two months.