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, January 16, 2018 at 5:15 p.m.

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

Call to Order

President Sam Ware called the meeting to order at 5:17 p.m. and thereafter presided.

1. Approval of Minutes

Denise Bashline requested that the December 2017 Minutes be amended as follows: Add "in cash" between "bonuses" and "because" and add "but suggested a day off in lieu of cash payments" after "finances" in the second to last sentence of item 7.1.

Jackie Grossman stated that she was not present at the December 12, 2017 Board meeting, so her name should be removed from the Minutes.

Donald Drummond moved to approve the December 2017 Minutes as amended, seconded by Denise Bashline. Motion passed with 5 Ayes, 0 Noes and 1 Abstention because Kristine Cirby was not at the December meeting.

2. Open Forum

Steven Schoonover raised a concern that we are not keeping current on the annual updates for California Forms of Pleading and Practice; it was last updated in July 2016. He stated that it is a fundamental publication in a law library, a good resource for self-represented litigants, and widely used. Sam stated that seasoned law librarians have suggested that it would be sufficient to update the publication every 3 years. Donald suggested we post on our website the publications that the Law Library would like to subscribe to but cannot afford and request support from the community for funds to make these purchases.

Moti Zainalizadeh complained that she was not being treated fairly by the Law Library Staff or by the people managing the Lawyers in the Library clinic. Sam requested
that Ms. Zainalizadeh submit a written grievance to the Law Library to be addressed by the Board of Trustees at a future board meeting.

3. **Financial Report**
   3.1 **December 2017 Fiscal Report**
   Laurie presented the December 2017 Fiscal Statement, stating that there is only one revenue entry because filing fee income was the only revenue item that had been posted to the Law Library’s Fund prior to the January 2018 board meeting. Sam requested that Laurie prepare a revised December 2017 Fiscal Statement to be attached to the February 2018 agenda packet.

   3.2 **January 2018 Warrants**
   Laurie presented the January 2018 Warrants. She pointed out that the fees on the invoice from SPTJ are excessive and require further analysis prior to payment, so she recommended paying only the monthly maintenance fee of $135. Kristine offered to assist with analysis of the fees. In addition, the amount due to Staples is incorrect and should be $5.77 instead of $58.41. Kristine moved to approve payment of the Warrants as presented, except to pay $135 to SPTJ and $5.77 to Staples. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

4. **Librarian’s Report**
   Laurie reported that Steve Feller, the new law library assistant/reference librarian, started on January 9, 2018. He is a great addition to the staff with his extensive reference and research knowledge. Laurie reminded the trustees that she will be taking vacation on February 2, 2018 and February 5, 2018.

5. **Reports of Special Committees**

   5.1 **Lawyers in the Library**
   Emily reported that the last Lawyers in the Library clinic was very well attended; we regularly get more people than we can serve. She proposed a $250 budget for the Appreciation Event for the Lawyers in the Library attorney volunteers, noting that some food items will be donated by local merchants. Laurie reported that our Hartford Insurance agent stated that the Law Library’s current policy is not eligible for an endorsement to include liquor liability coverage and that we would have to apply for such coverage from one of Hartford’s Excess-Surplus lines brokers. We can expect the policy premium for a one-day event to be in the range of $750 to $2,000 or higher, depending on the number of guests attending. Laurie further reported that contact lists have been created for Lawyers in the Library volunteer attorneys and MCBA member attorneys. In addition, an expanded contact list for attorneys residing in Marin County who may work in other locales, which is being checked against the California State Bar Member List, is in the works. The trustees decided to postpone the Appreciation Event until April 23, 2018 to provide sufficient time to check into an insurance endorsement for serving beer and wine. Donald moved that we reschedule the Appreciate Event to April 23, 2018; Emily seconded. Motion passed with 7 Ayes, 0 Noes, 0 Abstentions.
5.2 Outreach
Jonathan pointed out that the Friends of the Marin County Public Law Library group separates the fundraising efforts from the operational aspects of the Law Library. He discussed the accomplishments of Fundraising Consultant Branden Barber, referencing the goals enumerated in the Law Library's Boards and Commissions Report for Fiscal Year 2016-2018 and the Scope of Work Document dated August 30, 2017. Jonathan also referenced Mr. Barber's Law Library Interim Development Report dated December 26, 2017, stating that there are 15.3 hours remaining on the existing contract. Delos Putz asked if the Law Library had funded the creation of the Friends Group. It did not; Jonathan put up the seed money to start the Friends Group. Fundraising efforts will focus on donors outside as well as within the legal community.

5.3 Personnel and Benefits
Tracy reported that setting up payment processing for the Kaiser Health Care Coverage has been incredibly tedious and time-consuming for Laurie; however, the final steps to establishing a workable system are nearing completion. Sam added that Payroll and Benefits Processing is expected to be transferred from the County to an independent payroll services provider in April 2018.

6. Old Business

6.1 Discuss and Approve Budget for Appreciation Event for Lawyers in the Library Attorney Volunteers – Tabled until February 2018 Board Meeting.

6.2 Discuss and Approve Procurement Policy.
Donald presented a draft procurement policy. He invited input from board members and suggested that he and Laurie schedule a meeting to refine the policy and present it again next month.

7. New Business

7.1 Discuss Friends of Marin County Public Law Library Fundraising Efforts – See Outreach Committee Report in item 5.2.

7.2 Discuss Patron and Technology Issues and Rules, Review Law Library Patron Rules of Conduct and Approve Revisions if Necessary.
Sam stated that the trustees need to give Law Library Staff the authority and support to limit the amount of time spent assisting patrons. There are two primary areas of concern; 1) unpleasant behavior by patrons, and 2) demands for inordinate amounts of staff time to train patrons on the use of the computer. Sam's review of policies and procedures in other Law Libraries revealed that they do not provide elementary tutoring on computers. Kris Cirby volunteered to be on a committee to review these rules, which will be called the Patron/Technology Standards Committee. Donald and Sam will join Kristine on the committee and will draft a new policy for the board to review next month.

7.3 Review and Discuss Preparation of Marin County Law Library 2018-2020 Boards and Commissions Report to County of Marin.
Laurie stated that the Board of Trustees must submit a biennial report to the County of Marin to reflect on the Law Library’s accomplishments for the 2016-2018 year period and set goals for the 2018-2020 year period. Jonathan volunteered to work with Laurie on the report. Sam requested that board members submit their comments and suggestions to Laurie within two weeks.

7.4 Discuss and Approve Date for Special Meeting to Prepare Law Library Five Year Strategic Plan.
Kristine said that organizations usually hire an outside entity to facilitate preparation of a Strategic Plan. One Justice out of San Francisco might be able to provide this service to the Law Library. Jonathan will check with them.

7.5 Discuss Purchase of West California Law & Motion Model Forms for One Year.
Donald volunteered to purchase this publication for the Law Library for $284.80. Laurie will recognize this donation on the Law Library’s website and Tracy will put it on the Law Library’s Facebook page. Donald also plans to initiate a campaign to raise money for the Law Library to purchase annual updates for California Forms of Pleading and Practice.

7.6 Discuss and Approve Renewal of Ad for Rental of Conference Room in MCBA Directory.
Jonathan moved, and Donald seconded, that we renew our ad in the 2018 MCBA Directory. Motion failed with 3 Ayes, 4 Noes and 0 Abstentions.

8. Board Members’ Suggestions for Next Month’s Agenda
   a. Discuss and approve creation of a wish list for Law Library acquisitions.
   b. Discuss and approve potential changes in procedures to Lawyers in the Library program.
   c. Revisit budget for Lawyers in the Library.
   d. Add a committee report (5.4) for Patron/Technology Standards Committee.
   e. Put Bylaws on the agenda and send out timely notice for same.
   f. Discuss and approve scope of Five Year Strategic Plan and schedule date for planning meeting.

9. Adjournment
   All relevant business having come before the board, Donald moved to adjourn the meeting and Tracy seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:47 p.m. The next board meeting will be held on Tuesday, February 20, 2018 at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary