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.

Call to Order

Monday, September 19, 2016 at 5:15 p.m.

Sam Ware, Denise Bashline, Tracy Barrett, Elliot Bien,
Alexandria Quam, Jonathan Frieman, and Laurie Vaala-Olsen,
Ex-Officio
Secretary.
Robert Begley
Bill Hale

Sam Ware, President of the Board, called the meeting to order at 5:16 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The August 15, 2016 Minutes were reviewed by the trustees. Alexandria requested that "County's Administrative Office of the Court" be deleted from the fourth sentence of agenda item 5.1 on page 3, and that it be replaced with "Marin County Superior Court". Sam requested that the following sentence be inserted after the first sentence of agenda item 7.3 on page 4, "Sam created such a committee to include himself and Tracy". Alexandria moved for approval of the Minutes as amended. Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 1 Abstention by Denise because she was not present at the August meeting.

1.2 Laurie pointed out that the July 18, 2016 Minutes, which were approved at the August 15, 2016 meeting, contain an error that should be corrected. Agenda item 3.1 on page 1, which states "July 2016 Fiscal Report" should be corrected to state "June 2016 Fiscal Report". In addition, the words "July 2016" in the first sentence of that section should be corrected to read "June 2016". Elliot moved for approval of the Minutes as corrected. Tracy seconded. Motion passed with 4 Ayes, 0 Noes, and 2 Abstentions by Denise and Alexandria, who were not present at the July Board Meeting.

2. Open Forum
Bill Hale expressed concern that one part of the three-part agenda packet was not delivered to his email.

3. **Financial Report**

   3.1 **August 2016 Fiscal Report**

   Sam prefaced Laurie's presentation of the fiscal report by stating that Munis is still not completely up to speed so Laurie had to perform some manual calculations in order to prepare the August 2016 Fiscal Statement. Laurie reported that the Unrestricted Fund Balance as of September 13 is $59,520.83. The filing fee revenue was higher than projected for the first two months of this fiscal year by roughly $3,000. Sam noted that the Unrestricted Fund Balance was down $5,000 from the previous month, which raised concerns for him.

   3.2 **September 2016 Warrants**

   Laurie presented the list of September 2016 Warrants, elaborating on the warrants that were not routine expenses. The $219.35 warrant to Laurie was for reimbursement of her expenses at the CCCLL Fall Meeting in Sacramento, which was less than the estimated amount that the board had preapproved. The warrants for Marin Copier Company and North Bay Copiers were for preliminary service calls to assess the cost of repairs for continuing problems we have experienced with the two Xerox copiers, particularly the color copier. The warrant to SPTJ for IT consulting services was high because of work that was necessary to eliminate a virus on the Director's computer and to address continuing problems on the public access computers. This prompted a discussion about replacing the existing 6 computers with new computers. Sam requested that Laurie obtain from Chien Liew an estimate for the cost to replace the old equipment with 6 new computers. Denise suggested we obtain an additional quote from someone who does not have a working relationship with the Law Library. Alexandria suggested that we might want to request IT Tech Support from the County. Lastly, the charges on the US Bank Card were primarily for costs for the Law Library's 125th Anniversary Celebration on August 4, but also included $142.49 for Sonic Internet, the hotel bill for the CCCLL Fall Meeting and some office supplies. Alexandria moved to approve the warrants as presented. Tracy seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

4. **Librarian's Report**

   4.1 **Report from CCCLL Fall Meeting:** Laurie reported that she spoke with several other law library directors regarding 501 (c)(3) nonprofit foundations at the fall meeting, who uniformly recommended undertaking a careful cost benefit analysis prior to pursuing formation of a nonprofit as a fundraising means. Efforts to update the State Public Library List to include law libraries should be resolved within a week or two. There also was extensive discussion about current efforts to
secure funding for law libraries, as well as planned future efforts, and a review of the reasons for the funding crises. In addition, there was a presentation by a representative of Bywater Solutions regarding Koha, an open source integrated library system used by libraries throughout the world, but which is too expensive for our budget. Also, there was a presentation by a representative of Ravel Law, a legal research database program created in 2012 by a couple of Stanford students that combines traditional case law research with data visualization and analytics. Lastly, there was a presentation by the Director of the L.A. Law Library regarding dealing with patrons with mental health issues, which Laurie said she had shared with MCLL staff.

4.2 Status Report on County Changeover from SAP Accounting System to MUNIS: Laurie reported that although we now have pretty reliable access to Munis, there remain kinks to be worked out. In addition, human resources and payroll data will not be transferred to Munis until July 2017. At present, the Munis system does not and cannot produce one comprehensive report that provides Laurie with all of the financial data necessary to prepare the fiscal statement for the board meetings. One of the ATOM team captains said she will try to develop an appropriate report format for the Law Library as her time permits.

4.3 Meeting with Chief Executive Officer of the Courts: Laurie and Sam met with James Kim regarding improving communications and developing mutually supportive efforts between the courts and the Law Library. James received a tour of the law library and was apprised of our computer technology issues. He expressed an interest in the possibility of the courts providing support to the Law Library for the purchase of updated computer equipment.

4.4 What's New in the Law Library: The Recorder newspaper will be available in digital format only after September 26. Recorder staff and sales representatives are working with a couple of law library directors to arrive at an affordable subscription plan for public law libraries. Laurie stated she had requested to be included in the 30-day free trial of online access to ALM publications for law library directors and their staff. Sam stated he thought it was no longer necessary to continue the Law Library's subscription to The Recorder and advised Laurie to request a refund for the Law Library's subscription, which we had just renewed. The trustees expressed agreement with Sam so Laurie will discontinue the Law Library's subscription to The Recorder.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Alexandria reported that we have found a liability insurance plan that will cover the Law Library, the volunteer attorneys and the Marin County Bar Association with an annual premium of $1,464.66. Larry Strick, as President and on behalf of MCBA, has committed
to pay half of the cost for the insurance. The plan will have a $1,000 deductible and provide up to $250,000 per claim with an aggregate payout per year of $500,000. Elliot moved to approve purchasing the liability insurance policy in the total amount of $1,464.66. Denise seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

Alexandria and Laurie will attend the MCBA luncheon in September to announce and promote the program. Alexandria also has requested that the Court include us on the County website. Lastly, she reported that plans are underway to create a set of pleadings forms on the Law Library’s website modeled after the forms library on the Court's Self-Help Center website.

5.2 Report from Outreach Committee

Denise reported on plans to continue working on the Friends of the Library nonprofit foundation. Jonathan commented that he is concerned about who can actually set it up and do the fundraising. Elliot pointed out that the Law Library is already a tax deductible organization for potential donors under IRS Code section 170(c)(1).

5.3 Report from Paid Sick Leave and Employment Policy Committee Chairperson

Sam reported that he and Tracy met to discuss these policies. Sam requested from Laurie a cost benefit analysis for Law Library employees to receive two weeks of paid vacation for every year of service, to be presented at the next board meeting. There will be no carryover of paid sick leave from year to year. Tracy reported on difficulties that Laurie has had with the County regarding reporting her time on the County's timesheets. Laurie stated that the timesheets do not allow her to report the extra hours that she works as the County Payroll system is set up to track only regular work hours for Special District Employees. The County definitions for various employment positions correlate with their particular reporting rules and requirements.

6. Old Business

6.1 Report on Public Access Computers and Staff Computers

This was covered in item 3.2. Sam said he would check with Tech Soup and whether the computers could be acquired from somewhere else. He also planned to follow up with James Kim.

6.2 Report on Inland Dispute and Copier Maintenance Service Company to Replace Inland

Sam reported that the Law Library's relationship with Inland has effectively ended; they have written us off. However, we need to have our machines serviced. Sam and
Laurie checked into two companies; North Bay Copier and Marin Copy Service. Sam recommends that we go with Marin Copy Service. During the meeting with the owner of Marin Copy Service, he informed us that all copies made on the Xerox color copier cost more to make, whether they are color or black and white copies. This is because the ink, toner and parts cost more for that machine. Sam recommended that the Law Library increase the amount that patrons are charged to make black and white copies on the Xerox color copier from 20 cents per copy to 50 cents per copy. There was no board opposition to this, although Laurie pointed out that the Law Library gets a significant amount of business from companies that provide court filing services on a rush basis who might take their business elsewhere if they have to pay 50 cents per page for black and white copies simply because the cheaper copy machine is in use when they come in to make their copies. The trustees expressed support for increasing the charge for black and white copies on the Xerox color copier from 20 cents to 50 cents per copy, although no formal vote was taken.

6.3 Review and Discuss Law Library's Annual Report to Marin County Board of Supervisors

Sam reported that he and Jonathan have been working on the Annual Report but it still needs more work. Jonathan reported that he had lightened the tone of the report to make it more congenial and easy to read. Since 35 to 40 percent of Law Library patrons are non-attorneys, he is emphasizing the importance of person-to-person interaction. Sam proposed that the October board meeting be moved from its regularly scheduled date of Monday, October 17 to Wednesday, October 12 in order to obtain the trustees' approval of the Annual Report in time to submit it before the October 15 deadline. Elliot and Alexandria stated they are unavailable on the 12th. However, Tracy, Denise, Jonathan and Sam are available, which is enough to provide a quorum. The trustees decided to reschedule the October meeting to October 12, although no formal vote was taken.

6.4 Review and Discuss Draft of Strategic Plan for Marin County Law Library

Sam reported that work on the Strategic Plan will follow completion of the Annual Report.

6.5 Discuss Law Library Website Review

Sam reported that he will prepare a letter to the Grand Jury regarding how the Law Library has addressed the concerns they expressed about our website. Laurie will contact the Center for Volunteer and Nonprofit Leadership and the County Civic Center Volunteers regarding the Law Library's need for a volunteer with web development expertise.

6.6 Discuss Formation of Friends of the Library
Sam requested that Laurie contact the Director of the San Mateo County Law Library regarding what they have learned from creating a Friends of the Library nonprofit foundation and report back to the board next month.

7.0 **New Business**

7.1 **Discuss and Approve Purchase of Liability Insurance for Lawyers in the Library Program**

This issue was addressed in item 5.1, Report from Lawyers in the Library Committee Chairperson.

7.2 **Discuss and Approve Increase in Copy Charge for Black and White Copies on Xerox 7225 Copiers from 20 Cents per Copy to 50 Cents per Copy**

This was addressed in item 6.2, Report on Inland Dispute and Copier Maintenance Service Company to Replace Inland.

7.3 **Discuss and Approve Procedure/Policy Regarding Marin County Law Library Facebook and Website Postings**

Sam asked if the trustees would like to establish parameters for the Director regarding the content of postings on Facebook and the Law Library website. Should the trustees review the Director's intended postings? The general consensus was no. Denise asked the trustees to consider who the Law Library wishes to target as our audience. She suggested that the trustees review the list of the Law Library's target audience that the Outreach Committee prepared and presented in its report to the board a few months ago. The trustees also discussed whether to create a Law Library Twitter Account but reached no decision on the matter.

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

None were suggested.

9. **Adjournment**

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Denise seconded. The meeting was adjourned at 7:23 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Wednesday, October 12, 2016, at 5:15 p.m.

Respectfully submitted,