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.

Monday, April 20, 2015, at 5:15 p.m.

Present: Steven Schoonover, Sam Ware, Alexandria Quam, Bob Begley, Elliot Bien, Trudy Verzosa, Denise Bashline, and Laurie Vaala-Olsen, Acting Secretary.

Also Present: Bill Hale

Call to Order

Steven Schoonover called the meeting to order at 5:15 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The March 16, 2015 Minutes were circulated and reviewed.

Steven stated that the word “discuss” should be changed to “comment on” in the opening paragraph of item 3.0, Board of Trustees Matters. Alexandria stated that “Ali” should be changed to “Alexandria” in item 5.4, “ACTION ITEM: Compensation for Additional Hours – Acting Law Library Director”. Bill Hale requested that his comments be changed in their entirety from the paragraph in the Draft Minutes to the paragraph he presented at the Board Meeting, as follows:

‘Bill Hale reported on his meeting with Sheila Lichtblau and Steven regarding his lawsuit against the Law Library saying that she was intractable in her position. He requested that the trustees confer with their appointing judges for discussion on her orders and where she’s getting those from. And, that Steven talk to the supervisors as to the same. Bill also said that he was going to ask the board of supervisors to appoint a third trustee since the judges are not moving on Marta, and since the supervisors have the power to do so. He also reported on a recent visit to the
Alameda County Law Library, and provided the board with handouts regarding their programs.

Elliot then moved to adopt the Minutes as corrected, and Sam Ware seconded. The motion passed, with 7 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum

Steven called for comment by the non-board members attending the meeting. Bill Hale inquired about fixing up the Staff Room for rental out to the public. He also distributed a sign-up sheet for gathering signatures to support the General Fund Request by County Law Libraries, which he had obtained from the Alameda County Law Library.

Introductions of the entire board followed as there were two new board members present at the meeting; Trudy Verzosa, who was appointed by the Board of Supervisors, and Denise Bashline, who was appointed by Judge Haakenson.

3. Board of Trustees Matters

Steven reported on some very positive feedback he had received from attorney Dave Griffis, a patron of the Law Library and college business law instructor, who stated that the library staff has been wonderful in assisting his students with their research assignments. He encourages his students to use our law library because of the very capable assistance they receive here.


4.1 March 2015 Fiscal Report

Laurie presented the March Financial Statement. Filing Fees were still below the projected amount. The unrestricted fund balance on March 16, 2015 was $53,898.19. Sam commented on and emphasized the importance of distinguishing the monthly copy card income that is generated by photocopies from the income that is generated by conference room rentals. Since there is only one entity at present that uses its copy card to pay for conference room rentals, this will not be too difficult to do. Steven raised a question about the Law Library's reserve account, stating he believes that it must maintain a minimum balance sufficient to cover the Law Library's insurance deductible. Laurie will check the insurance policy to confirm the deductible amount.

4.2 Warrants

The Board reviewed a schedule of warrants for payment in April. Laurie pointed out that the amount due Inland was listed as "tbd" (to be determined), and requested that the board approve payment of Inland in an amount not to exceed
$100. The Inland payment will be calculated using the same formula we have been using for the past three months. Sam suggested the board approve payment to Inland up to $50. Steven requested that Laurie revise the warrants list to state “reimbursement” after both Ben’s and Laurie’s names. Laurie requested that the board also approve payment to USLI in the amount of $290, for an invoice that had been received only today but is due by May 5th. Sam moved that the board approve payment of the warrants with the following changes; “tbd” is changed to “up to $50”, the word “reimbursement” is added after Ben’s and Laurie’s names on the warrant list, and a $290 payment to USLI is added to the list. Elliot seconded the motion. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

5. Librarian’s Report

5.1 Report from CCCLL Spring Meeting in Sacramento

Laurie thanked the board for supporting her in attending the Spring Meeting of CCCLL, and reported that there was a great deal of discussion about depressed filing fee income and the organization’s ongoing efforts to improve the situation. CCCLL has a lobbyist who is assisting us in our efforts to pass SB 711 and in our efforts to make a request for a one-time allocation of about $12 million, the difference between filing fee income for all counties in 2014 and 2009.

5.2 Employment Search for Part-time Library Assistant

Laurie reported that she has posted notice of the part-time library assistant position at several paralegal schools, and plans to post an ad on Craigslist as well, but that will require a credit card which the Law Library does not have.

6. Unfinished Business

6.1 Discussion and Action Item: Discuss Prospects for Fundraising through Friends Program; Approve Formation of “Friends of the Law Library” Group to Raise Money to Support the Law Library.

Elliot reported that 9 or 10 attorneys will be attending the first meeting of the Friends of the Law Library on Wednesday, April 22, to discuss fundraising strategies and efforts, as well as how best to structure the fundraising entity. Elliot asked for the Board’s view on what they would like to do to make the law library more secure against book theft, and how they intend to fund whatever security purchases they decide to make. He would like the Friends Group to raise $15,000 toward this effort.

Elliot presented a proposed resolution to the Board, which states: “The Board of Trustees approves Elliot Bien’s effort to organize an independent ‘Friends of the Law Library’ group to help raise money to support the Law Library, in conjunction
with the Law Library Committee of the Marin County Bar Association, and will cooperate in this effort to whatever extent is necessary and appropriate.” Sam moved to approve Elliot’s proposed resolution. Alexandria seconded. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

6.2 Discussion and Action Item: Discuss Options, Costs and Budget Implications for Improving Security Measures, including Security Cameras and Additional Security Gate

6.2.1 Approve, Subject to any Necessary Budgetary Conditions, the Purchase and Installation of Security Cameras and System to Support Camera Video Feed

Elliot reported that purchase and installation of a camera system would cost about $11,600. Alexandria asked whether it is truly necessary to have cameras, and commented that she believes the Law Library should focus first on paying the staff more so we can hire better qualified staff. Sam pointed out that the Law Library’s legal publications were pared to the bone about a year ago to avoid financial disaster. Part of that effort involved canceling updates for several important publications, and at some point those publications will need to be brought current again. Discussion ensued. The Board decided that at least one additional estimate for purchase and installation of the camera system is needed.

6.2.2 Approve, Subject to any Necessary Budgetary Conditions, the Purchase and Installation of an Additional Security Gate

Laurie reported that the purchase of one new security gate is cost prohibitive at about $14,300. In the alternative, acquisition and installation of a used security gate from the County’s warehouse will cost about $2,000 to $3,000. Following discussion of security cameras versus security gates, it was decided we should take a further look at the feasibility of the used security gates in storage at the County warehouse. Sam moved to allocate up to $825 for a 3M technician to visit the warehouse to determine if there are any security gates of value up there. Elliot seconded. The motion passed unanimously with 7 Ayes, 0 Noes, and 0 Abstentions.

6.3 ACTION ITEM: Approve Proposed Contract with SPT for IT Maintenance & Support

Laurie presented the revised contract with SPTJ for IT services, which includes maintenance work, the Drive Vaccine lockdown and restore software program, and a catch-all category. It was decided that the contract should also include the costs for the Trend Micro Internet Security Anti-Virus Program, so Laurie will add that. Elliot moved to approve the contract with SPTJ for maintenance and
support as amended. Alexandria seconded. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

6.4 Discussion and Action Item: Approve Purchase of New Editions of Selected Nolo Press Publications

Sam presented a list of 23 Nolo publication titles that he recommends MCLL purchase in order to bring our Nolo collection current. The cost for each publication is approximately $30. He also suggested that we add stickers to the existing Nolo publications in our collection that will inform patrons if the book is out of date, as well as whether it is available at the public library. Following discussion, a decision on this item was tabled until the May Board Meeting to give the trustees time to review the list and to consider if there are other titles they would like to add to it.

6.5 ACTION ITEM: Approve Replacement of Stolen Legal Books

Sam proposed that we replace two of the books that have been stolen; 1) Witkin Torts, and 2) The Rutter Group Landlord Tennant Law. Elliot expressed concern about making decisions regarding which books to replace without first deciding on a master priority list of how to spend our limited funds. Sam made a motion to purchase Witkin Volume 5, Torts, and Volume 2 (Chapters 7 to 13) of The Rutter Group's Landlord Tenant Law. Alexandria seconded. The motion passed with 7 Ayes, 0 Notes, and 0 Abstentions.

6.6 Discussion: Contract with Inland and Disputed Invoices

Laurie reported that Inland continues to send the Law Library monthly invoices without a letter expressing their position regarding the disputed charges. After some discussion, the board decided to continue to follow our practice of making a monthly payment based on applying Inland's various cost multipliers to the meter readings that are taken on the 5th of every month for each of the Law Library's six machines. Therefore, this issue will no longer appear on the monthly agenda under old business, but instead will simply appear on the monthly warrants list.

6.7 Discussion: Hiring Permanent Law Library Director

Alexandria reported that she has drafted a hiring plan. Robert is working on drafting a job description. Alexandria has consulted with Scott Beseda, Human Resources Manager of the Marin Superior Court, regarding the Court's hiring practices. She has also begun drafting an employment policy. She reported that Law Library Directors at other law libraries of similar size work fewer hours and earn more money. The average hours of operation for other County Law Libraries is 35 hours per week compared to the 55 hours per week that the Marin
County Law Library is open. Steven pointed out that we cannot reduce our hours until the end of the current fiscal year.

7. **New Business**

7.1 **ACTION ITEM: Patron Rules of Conduct**

Steven directed the board’s attention to the Law Library’s Patron Rules of Conduct. He requested that they read the rules and be prepared to discuss them and to vote on their adoption at the May meeting.

7.2 **Discussion: Acting Law Library Director Health Care Benefits**

Steven reported he is still waiting to hear back from the County regarding whether they can provide health care benefits for the Acting Director.

7.3 **Discussion: Brown Act**

Steven reminded the board that they must inform themselves about the Brown Act Rules, and requested that they view a YouTube video by the First Amendment Coalition.

7.4 **Discussion: Library Policy Regarding Posting on Bulletin Boards**

Steven reported that the Law Library has been rather laissez faire about what is posted on the bulletin boards, from personal business cards to various flyers, and suggested that board members consider whether to establish a policy about such postings.

7.5 **Discussion: Marin County Bar Association Law Library Committee**

Elliot stated that there is nothing to report at this time. He reported that four bar association members plus bar association president Randy Wallace will attend the Friends Group meeting on April 22.

7.6 **Action Item: Approve Letters from Board to Assembleman Marc Levine and State Senator Mike McGuire in Support of SB 711**

Steven directed the board’s attention to the letters to Assembleman Marc Levine and State Senator Mike McGuire, which were attached to the agenda packet. Elliot moved for approval of the Board’s letters to Assemblyman Marc Levine and State Senator Mike McGuire requesting their support of Senate Bill 711, which will amend the language in the authorizing statute for county law libraries to reflect the full range of services provided by county law libraries and eliminate any undue restrictions on revenue-generating activities of the law libraries.
Alexandria seconded. The motion was approved with 7 Ayes, 0 Noes, and 0 Abstentions.

7.7 Action Item: Resolution re Certificate of Appreciation to Marta Osterloh

Steven presented for the board’s consideration a resolution honoring Marta Osterloh for her longstanding service on the Law Library Board of Trustees. Sam moved, and Elliot seconded, that we adopt a resolution to honor Marta Osterloh for her dedicated service to the Law Library Board of Trustees with a Certificate of Recognition. The motion passed by vote of 7 Ayes, 0 Noes, and 0 Abstentions. Laurie will prepare the Certificate.

8. Adjournment

All business before the Board having been considered, Elliot moved to adjourn the meeting, and Sam seconded. The meeting was adjourned at 7:55 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, May 18, 2015, at 5:15 p.m.

Respectfully submitted,

Steven Schoonover, President

Laurie Vaala-Olsen, Acting Secretary