Call to Order

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.

Present: Sam Ware, Jonathan Frieman, Tracy Barrett, and Laurie Vaala-Olsen, Ex-Officio Secretary.

Absent: Also Present: Denise Bashline, Alexandria Quam, Branden Barber, Bill Hale

President Sam Ware called the meeting to order at 5:15 p.m. and thereafter presided. He proposed a re-ordering of the agenda, with Branden Barber going first; agenda item 6.4. He also proposed addressing only those agenda items in need of immediate attention.

1. Approval of Minutes

   1.1 The January 30, 2017 Minutes were reviewed by the trustees. Tracy moved for approval of the Minutes as presented. Jonathan seconded. Motion passed with 3 Ayes, 0 Noes, and 0 Abstentions.

   1.2 The February 28, 2017 Minutes were reviewed by the trustees. Bill requested that the Minutes be amended at Open Forum, Item 2, line 2 as follows: remove 'representation' and insert 'advice'. Jonathan moved for approval of the Minutes as amended. Tracy seconded. Motion passed with 3 Ayes, 0 Noes, and 0 Abstentions.

2. Open Forum — Opportunity for Comments from the Public. No comments.

3. Financial Report

   3.1 February 2017 Fiscal Report

   Laurie presented the February 2017 Fiscal Statement. The Unrestricted Fund Balance on February 1, 2017 was $77,331.63. The Unrestricted Fund Balance on February 28, 2017 was $77,028.89. February was a slow month and receipts were below
what we had projected. However, year-to-date receipts at the end of February exceeded our projections, leaving us with a balance of $21,209.31.

32 March 2017 Warrants

Laurie described the atypical warrants on the list, which included the $491.50 invoice from Marin Copier Company for repair of the 5325 Xerox copier, and three warrants from West Publishing Company for $1,075.29, $1,526.05 and $1,785.58. She explained the reason for suggesting payments to West Publishing in amounts that were less than the amounts on the invoices. Laurie said that she had paid the vendors identified in items 1-5 and 7-9 on the warrants list, but not the vendors in items 6 and 10—12. Following discussion, Jonathan moved to approve the suggested payments as presented. Tracy seconded. Motion passed with 3 Ayes, 0 Noes, and 0 Abstentions.

4. Librarian's Report - Continued to next month.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee — Continued to next month.

5.2 Report from Outreach Committee - Continued to next month.

5.3 Report from Paid Sick Leave and Employment Policy Committee Chairperson - Continued to next month.

6. Old Business

6.1 Discuss and Approve Resolution 2017-5 Regarding Vacation and Holiday Benefits for Staff - Continued to next month.

6.2 Discuss and Approve Resolution 2017-6 Adopting Marin County Employment Policy (2017) - Continued to next month.

6.3 Discuss and Approve Amended Resolution 2017-4 Regarding Wage Increase for Law Library Assistant — Continued to next month.

6.4 Discuss and Approve the Hiring of a Fundraiser and Branden Barber's Proposal

Fundraising and Development Consultant Branden Barber introduced himself and described his background and experience. He then elaborated on his approach to fundraising, working with the trustees and staff, and the process for developing a fundraising plan, including preparation of a Strategic Plan. Discussion ensued, which included the Law Library’s role in the community. Sam stated that he would like Branden to return for a future board meeting when the new court-appointed trustees have begun their terms and more members of the board are able to attend the meeting.
6.5 **Discuss and Approve Replacement of Law Library Computers and Source of Funding for Same (See 7.2 Below)**

6.6 **Discuss and Approve an Event Schedule — Continued.**

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7. **New Business**

7.1 **Discuss and Approve Resolution 2017-7 Adopting Projected Budget for Fiscal Year 2017-2018**

Sam presented the Projected Budget for Fiscal Year 2017-2018 and explained how the figures were arrived at. Jonathan moved to approve the Projected Budget as presented; Tracy seconded. Motion passed with 3 Ayes, 0 Noes and 0 Abstentions.

7.2 **Discuss and Approve Computer Grant Application for Community Service Funds to Marin County Board of Supervisors**

Jonathan presented the Law Library's application to the Board of Supervisors for a Community Service Funds Grant for money to replace our outdated computers. Discussion ensued. Tracy moved for approval of the grant proposal as presented. Jonathan seconded. Motion passed with 3 Ayes, 0 Noes and 0 Abstentions.

7.3 **Dissolve Paid Sick Leave and Employment Policy Committee — Continued to next month.**

7.4 **Discuss and Approve Opportunity for Members of the Public to Present to the Board of Trustees Proposals to Hold Educational Workshops and/or Seminars at the Law Library - Continued to next month.**

8. **Board Members' Suggestions for Next Month's Agenda.** None offered.

9. **Adjournment**

All relevant business in need of immediate attention having come before the board, Tracy moved to adjourn and Jonathan seconded. Motion passed with 3 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:13 p.m. The next meeting will be April 24, 2017, at 5:15 p.m.
Respectfully submitted,

Sam Ware, Esq., President

[Signature]

Laurie Vaala Olsen, Ex-Officio Secretary

[Signature]