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

Present: Sam Ware, Jonathan Frieman, Donald Drummond, Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Emily Vance and Laurie Vaala-Olsen, Ex Officio Secretary
Also Present: Bill Hale

President Jonathan Frieman called the meeting to order at 5:22 p.m. and thereafter presided.

1. Approval of Minutes
   1.1 September 4, 2018 Special Board Meeting Minutes
       Donald moved to approve the September 4, 2018 Minutes as presented; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.
   1.2 September 18, 2018 Regular Board Meeting Minutes
       Kristine moved to approve the September 18, 2018 Minutes as presented; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 1 Abstention.

2. Consent Items
   2.1 Approve Resolution 2018-5 Authorizing Payment by MCLL of Entire Premium for Law Library Director’s Kaiser Health Care Coverage for 12/1/18 through 11/30/19.
   2.2 Approve Resolution 2018-6 Authorizing Certificate of Recognition for Bettina Voelk
   2.3 Approve Resolution 2018-7 Authorizing Certificate of Recognition for Ulla-Britt Jonsson
       Kristine moved to approve all items on the consent agenda; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

3. Open Time for Public Expression: None offered.

   4.1 2018 Fiscal Report
       Laurie gave the September 2018 fiscal report. The Unrestricted Fund Balance on September 1, 2018 was $42,304.72 and on September 30, 2018 was $42,065.11. The Unrestricted Fund Balance on October 16, 2018 was $140,998.93. Sam inquired about the $542.33 expense under Projects/Miscellaneous (522310); Laurie stated it was an erroneous entry in 2 ways – the amount and the account number, the correct amount and line item for that entry was $592.33 under Office Supplies (522410).
4.2 October 2018 Warrants
Laurie stated that the reimbursement to her in item 5 was for CCCLL Fall Meeting-related expenses. In addition, the SPTJ expenses above $135 were for troubleshooting work on the Law Library’s internet server and computer network when the back-up battery for the server went dead. U.S. Bank Card expenses were for Sonic email service, office supply purchases and snacks for board meetings. Tracy moved to approve the October Warrants as presented; Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

5. Librarian’s Report
Laurie reported that Marin received a check from the State for $78,109 in supplemental funding pursuant to the $16.5 million allocation for county law libraries in the FY 2018-19 Budget. The money has been deposited into the Law Library’s operating account. She has been researching publications and programs that the supplemental funding could support. She also stated that she had been researching trainings for the Staff, including a psychoeducation presentation by a County of Marin Mental Health Counselor. She further reported on a meeting scheduled for February 2019 hosted by the Marin Community Foundation and the Summit Planning Committee to learn about the economic challenges facing Marin’s growing older adult population and to develop solutions. She also plans to attend the 11th Annual 2018 MCLE Fair on November 29 to receive continuing education credits for the non-attorney legal professional track. Laurie recently attended a County training update regarding the Munis software.

6. President’s Report
Jonathan briefly addressed changes in the agenda. He reported that he had a meeting with Roy Given, Marin County Director of Finance, who stated that the county is just a payroll vendor for the Law Library. The Law Library Director is a nonexempt position and as such is entitled to overtime with board approval. At present the director gets paid for regular working hours without board approval. He also noted that the director has been working half of her 35.5 weekly hours without another staff member present and that she spends a significant percentage of time on board-related matters.

7. Reports of Special Committees & Liaisons
7.1 Report from Patron/Technology Standards Committee – Sam reported that the committee was charged with review of conduct and computer policies and procedures of the Marin County Free Library (Civic Center). Laurie was tasked with researching whether there is a missing policy/procedure referenced in the MCFL policy on their website, but which could not be found separately on the website. Further, the committee will meet to weed out the policies and procedures that will not work for the Law Library.
7.2 Report from Law Library Video Editing Committee – Tracy and Jonathan are working on uploading the existing video to the Law Library website.
7.3 Report from Law Library Civic Engagement Program Committee – Denise reported that it was proving to be a challenge to coordinate a meeting time among the three members of this committee but that they are committed to working on it before the November board meeting. Denise shared a graphic novel about the law that was geared to students as an idea for the Law Library’s civic engagement program.
7.4 Report from Liaison to Lawyers in the Library Program – Laurie reported that the program continues to be well-attended.
7.5 Report from Liaison to Friends of Marin County Law Library – Jonathan reported that Brandon Barber sent some information regarding websites. Friends of the Law Library will hold its next board meeting at the Law Library so Board Members Terri Avelar and Laura Bertolli can tour the Law Library.

8. Old Business

8.1 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan, Including County Services and Space Considerations

Laurie referred the trustees to the Minutes of the September 4, 2018 board meeting and the attached Working Document regarding the 5-Year Strategic Plan. Sam reported that he had agreed to work on space considerations and weeding out publications. Donald and Jonathan will participate in these efforts as well; they formed the Books, Tables and Chairs Committee. Tracy, Kristine and Emily agreed to be on a committee to look into offering participatory continuing education classes for credit, to be known as the MCLE Committee. Other items include development of a survey to send to LITL participants 3 months after being seen, making a presentation about LITL to the Board of Supervisors at one of their meetings, and revising the sign-in sheet to request email addresses from patrons.

9. New Business

9.1 Schedule Annual Performance Review for Law Library Director in December 2018

Jonathan requested that the trustees schedule a date for an annual performance review of the director. Discussion ensued regarding structure, content, format and standards for the review. Jonathan established a subcommittee with Kristine to create parameters for evaluating the director with a goal of reporting on it at the December meeting.

9.2 Designate Trustee to Sign Documents in Absence of President and Vice-President and Approve Resolution 2018-8 Authorizing Same

Jonathan presented the issue for discussion. Sam stated he did not think it was necessary to do this. There was insufficient trustee support to pursue it any further.

9.3 Discuss Setting Parameters for Public Expression at Board Meetings and Approve Resolution 2018-9 Authorizing Same

Jonathan presented the issue; discussion ensued. Kristine moved to limit public comment to 2 minutes; Sam amended the motion to allow 3 minutes per person under open time for public discussion and thereafter on a per agenda item basis to limit comments to 2 minutes per speaker. Denise seconded Sam’s amended motion. Motion passed with 6 Ayes, 0 Noes and 1 Abstention. Laurie will prepare a revised Resolution for the November meeting.

8. Board Members’ Suggestions for Next Month’s Agenda

Kristine suggested moving minutes and warrants to the consent agenda. The budget must be amended next month. Laurie will request written reports from all committees to attach to the agenda packet. Denise suggested trustees check out the Library of Congress 5 Year Plan.
9. **Adjournment**  
All relevant business having come before the board, Kristine moved to adjourn; Denise seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:47 p.m. The next board meeting will be held on Tuesday, November 20, 2018 at 5:15 p.m.

Respectfully submitted,

[Signature]

Jonathan Frieman, J.D.  
President, Board of Trustees

[Signature]

Laurie Vaala-Olsen, Ex-Officio Secretary