Minutes of 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, September 24, 2019 at 5:00 p.m.

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

President Jonathan Frieman called the meeting to order at 5:25 p.m. and thereafter presided.

1. Approval of Consent Items
   1.1 July 16, 2019 Minutes - Tracy moved for approval of the consent agenda as presented, Donald seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum: Bill Hale announced he would focus his efforts on the issue of legal advice for the self-represented. He objected to the minutes being placed on the consent calendar because he cannot comment on them.

3. Financial Report
   3.1 August 2019 Fiscal Statement - Laurie gave the August 2019 Fiscal Report as reflected on the Profit and Loss Spreadsheet dated September 11, 2019. The actual year-to-date budget balance as of August 31, 2019 was $122,718 and the Unrestricted Fund Balance as of September 24, 2019 was $126,077.71. The revenue total for July and August 2019 was $41,205; expenditure total for July and August was $22,176.
   3.2 September 2019 Warrants
       The atypical expenses on the Warrants list were $1,517.19 to Complete Equity Markets for the liability insurance for the Lawyers in the Library program and $550.76 to West Academic for 12 Nutshell books previously approved by the board. Tracy moved for approval of the September 2019 Warrants as presented; Kristine seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report –
   - Public Safety Power Shutdowns – Laurie will meet with a County representative in mid-October for a briefing on the County’s PSPS planning efforts.
   - Recent Power Outage at Building 20 – There was a power outage at building 20 on September 21 which knocked out the Law Library’s equipment and resulted in no Internet connection on Monday, September 23. Following analysis of the problem
by the Law Library’s IT Consultant and pursuant to troubleshooting conversations with Sonic, it was determined that the fix would require a replacement modem. Once that was installed, the internet connection was restored. However, it prompted a conversation about the need to plan for replacement of several additional components of the Law Library’s technology system within the next 2 years, for which we will have to budget.

- **CA State Bar Consideration of Increased Access to Justice Through Technology and Information Services** – The State Bar is studying increased access to justice through the use of technology and information services. To that end, the Bar invited input from the community so the Northern California Association of Law Librarians sent a letter to the State Bar stressing the importance of County Law Libraries (CLLLs) in achieving this goal, including the funding needs of CLLLs to continue their work. The study will conclude on December 31, 2019.

5. **Reports of Special Committees & Liaisons**
   5.1 Civic Engagement – No report.
   5.2 MCLE – No report.
   5.3 **Liaison to Lawyers in the Library Program** – Jonathan reported that there was an unusually high number of family law cases at the last LIL. Kristine reported that FCLC will not be seeing any new clients except DV and Juvenile matters until January 2020 because they are understaffed and transitioning to a new director.
   5.4 **Liaison to Friends of Marin County Law Library** – The fundraising event scheduled for October 19 with Senator McGuire will be held in San Rafael. Invitations have gone out.
   5.5 **Video Editing** – Jonathan will deliver the two completed videos to Laurie very soon.

6. **Old Business**
   6.1 **Discussion and Action Item: Discussion Action Items From Special Board Meeting Regarding MCCL 5-Year Strategic Plan** – Tabled until October 15, 2019 meeting.
   6.2 **Discussion and Action Item: Annual Report**
   Kristine moved and Tracy seconded approval of MCCL FY 2018-2019 Annual Report as presented. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.
   6.3 **Discussion and Action Item: Discuss Fall Fundraiser And Approve Budget and Special Event Insurance for Same** – The Friends Group is sponsoring the event off-site so if insurance coverage is needed it will be from the Friends Group.
   6.4 **Discussion and Action Item** – Laurie submitted a request that the Law Library be considered for acceptance as a Passport Services Facility and is awaiting a reply. If approved, each staff member will have to complete a 12-module training program to become certified to offer these services.

7. **New Business**
   7.1 **Discussion and Action Item: Discuss and Approve Budget for Director’s Attendance at CCCLL Fall Meeting** – Funding for professional association events is provided in the FY 2019-2020 Budget.
8. **Board Members' Suggestions for Next Month’s Agenda**
   - Strategic Plan Goals and Deadlines
   - $25 Opt-Out on Local Bar Dues

9. **Adjournment**
   All relevant business having come before the board, Kristine moved to adjourn; Donald seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions. Meeting was adjourned at 6:12 p.m. The next board meeting will be held on Tuesday, October 15, 2019 at 5:15 p.m. in the conference room of the Marin County Law Library.

Respectfully submitted,

Jonathan Frieman, J.D.

Laurie Vaala-Olsen, Ex-Officio Secretary