Regular Meeting of the
Board of Law Library Trustees

LA W LIBRARY DIRECTOR:
Laurie Vaala-Olsen

COUNTY OF MARIN
BOARD OF TRUSTEES:
Samuel G. Ware, Esq., President
Denise Bashline, Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Jonathan Frieman, J.D. Tracy
Barrett, Esq.

of Marin County
A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.

Monday, August 15, 2016 at 5:15 p.m.

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

Call to Order

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

1 Approval of the Minutes

1.1 The May 16, 2016 Minutes were reviewed by the trustees. Jonathan moved for approval of the Minutes as presented. Alexandria seconded. Motion passed with 3 Ayes, 0 Noes and 2 Abstentions.

1.2 The June 20, 2016 Minutes were reviewed next. Elliot moved for approval of the Minutes as presented. Jonathan seconded. Motion passed with 3 Ayes, 0 Noes, and 1 Abstention.

1.3 The July 18, 2016 Minutes were also reviewed by the trustees. Jonathan moved for approval of the Minutes as presented, and Elliot seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

2. Open Forum

Bill Hale distributed a document dated August 15, 2016 regarding his request to expand the board's code of ethics and stated that he will continue with his efforts to seek redress on the matter with the Commission on Judicial Performance. He also expressed dissatisfaction with the board's decision to purchase CEB OnLAW and with the limits of the Lawyers in the Library Program as presented at the previous board meeting.

3. Financial Report

3.1 July 2016 Fiscal Report
Laurie stated that there was no fiscal statement for July as she had been unable to access the financial data necessary to prepare the report. This was due to a County backlog in transferring data from the SAP accounting system to the Munis accounting system. However, she was able to provide the following information to the board:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund Balance as of July 13, 2016</td>
<td>$14,436.61</td>
</tr>
<tr>
<td>Period 13 Warrant Expenses for FY 2015-2016</td>
<td>$6,803.61</td>
</tr>
<tr>
<td>Balance</td>
<td>$59,272.00</td>
</tr>
<tr>
<td>July 2016 Filing Fee Revenue</td>
<td>$15,213.24</td>
</tr>
<tr>
<td>July 2016 Warrants and Payroll Expenses</td>
<td>$12,354.00</td>
</tr>
<tr>
<td>Balance</td>
<td>$2,859.24</td>
</tr>
<tr>
<td>August 2016 Filing Fee Revenue</td>
<td>$19,469.68</td>
</tr>
<tr>
<td>August 2016 Warrants and Payroll Expenses</td>
<td>$2,859.24</td>
</tr>
<tr>
<td>Balance</td>
<td>$22,328.92</td>
</tr>
<tr>
<td>Current Balance</td>
<td>$71,604.26</td>
</tr>
</tbody>
</table>

3.2 August 2016 Warrants

Laurie presented the list of August 2016 Warrants, stating that most of the warrants were comprised of customary expenses. She noted that the payment for the Verdict Search Index will be $295 instead of $325. There is no figure for the amount due Inland because we did not receive an invoice from them. In addition, Inland refused Laurie's request to service the copier equipment, informing her that they have written off the Law Library's account, Sam reported that we had used up the 80,000 free copies so the Law Library's costs for photocopies on the Xerox machines would be increasing in the event we continue with Inland. There was a suggestion that the Law Library send a letter to Inland regarding their material breach of the contract and requesting a buyout of the equipment. A lengthy discussion ensued. It was decided that Sam and Laurie will research alternate copier maintenance companies and report back to the board next month. Elliot moved to approve the warrants as amended, and Robert seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

4.1 Public Access Computer Issues: Laurie reported that patrons have experienced frequent and increasing problems with the public access computers. Chien Liew has stated that the problems are in large part due to the age and extensive use of the computers. Their capabilities have been stretched to the maximum point and the systems will not sustain some of the repair attempts. They need to be replaced. In addition, a virus was discovered on Laurie's computer by a County representative that visited the Law Library to troubleshoot problems that had prevented uninterrupted access to the Munis system. Chien Liew had to remove the insidious virus.
4.2 Status Report on County Changeover from SAP Accounting System to MUNIS: We are now able to access the Munis accounting system and make journal entries; however, there continues to be a lag in the transfer of data from the SAP system to Munis. This makes it a challenge to obtain accurate current financial information about the Law Library's account but the County has been providing support in this regard.

4.3 CCCLL 1 25th Anniversary Celebration in Sacramento: Laurie reported that the Sacramento County Law Library will host a 1 25th Anniversary Celebration in Sacramento on August 17, 2016, the evening before the Fall Meeting.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Alexandria reported that the program materials have been created, the program structure is in place and the launch schedule has been established. The Marin County Bar Association is actively recruiting attorney volunteers for the October 13 launch. The sole remaining issue is liability insurance for the program and its attorney volunteers, which Alexandria and Laurie are working on. Alexandria will be meeting with James Kim, the CEO of the Marin County Superior Court, Lawrence Strick, President of MCBA, and Judge Kelly Simmons regarding the program. Laurie and staff are working on developing the distribution list for the announcement flyer.

5.2 Report from Outreach Committee

In Chairperson Denise's absence, Jonathan reported that the Law Library hosted a successful anniversary event on August 4th, at which Judge Faye D'Opal spoke. He thanked Robert for taking photographs of the event. Jonathan also reported that he recently had spoken with the County Administrator who indicated that County funding support for the Law Library may be possible, although not on a continuing basis. Jonathan plans to talk to the Supervisors about funding as well.

6. Old Business

6.1 Report on Inland Dispute

Sam reported on the Inland matter during the discussion of the August 2016 Warrants in Item 3.2.

6.2 Grand Jury Website Review

Alexandria reported that she thinks the fixes that the Grand Jury requested in its evaluation of the Law Library's website will be fairly easy to make. Sam requested that Alexandria draft a response letter to the Grand Jury about the website improvements.
6.3 Discuss and Approve Formation of 501 Friends of the Library Group

Jonathan proposed that the board support creation of a nonprofit Friends of the Library group and described how easy it would be to get started. Sam inquired about a template for pursuing this. Tracy stated that it might be a conflict of interest to create such an entity within the board of trustees. There was particular concern for the trustees who are judicial appointees to the board. Alexandria indicated that there may be a memorandum regarding this issue that was prepared some time in the past, possibly by Jason. Elliot suggested the board consider a different model for a more informal type of friends group as a 170(c)(1) entity. No decision was reached on the matter.

7.0 New Business

7.1 Strategic Plan

There was general discussion regarding the Strategic Plan. Jonathan volunteered to assist with revising last year's draft. Laurie reported that the Judicial Council reports do not track pro per filings. Alexandria will send Laurie reports regarding self-represented court users for possible helpful data for the strategic plan.

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

Laurie reported that the Annual Report to the Board of Supervisors is due in October. Last year's report was attached to the agenda packet. Jonathan volunteered to review it and prepare a revised draft. Sam will work with Jonathan on it. The board will have to approve it at the next board meeting in order to timely submit it.

7.3 Create Committee to Review and Draft Sick Leave and Employment Policies

Sam stated that these issues would benefit from creation of a committee to review the Law Library's existing policies. Sam then created such a committee to include himself and Tracy. He and Tracy will work on this and report back to the board next month with recommendations for improvements and/or changes to the existing policies.

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

The trustees requested that next month's agenda include the following items from this month's agenda; items 6.1, 6.2, 6.3, 7.2 and 7.3.

9. Adjournment

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Tracy seconded. The meeting was adjourned at 7:02 p.m. The next meeting
of the Marin County Law Library Board of Trustees will be held on Monday, September 19, 2016, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Ol en, Ex-Officio Secretary