Regular Meeting of the
Board of Law Library Trustees

ACTING LIBRARY DIRECTOR.

of Marin County

Laurie Vaala Olsen

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

Monday, November 17, 2014, at 5:15 p.m.

Present: Ben Gale, Sam Ware, Alexandria Quam, Bob Begley
and Laurie Vaala-Olsen, Ex-Officio Secretary.

Absent: Steven Schoonover and Elliot Bien.

Call to Order

Ben called the meeting to order at 5:22 p.m., and thereafter presided.

1. Approval of October Minutes

October's Minutes were circulated and reviewed. Sam moved to adopt October's
Minutes as written. Alexandria seconded. The motion was approved 4-0.

2. Open Forum

Bill Hale commented that the Board should be privy to the County's Agreement
regarding Jason's departure from the Library in order to be able to act in the
Library's best interests. He asked the Board to consider bringing Jason in to assist
Laurie in managing the Library while she transitions to the Acting Director
position. Bill was reminded that the Board of Trustees is not permitted to discuss
this personnel matter, or any personnel policies, with Bill or anyone else.

I-ise Strandgaard commented on Jason's successful efforts to modify and
improve the budget following Hal's and Suzan's departure from the Law Library.
She suggested that perhaps Jason could assist Laurie as she transitions to the
position of Acting Director.

3. Financial Report

3.1 October's Fiscal Report:
Laurie presented the Library's Financial Statement. There was concern about the large spike in the cost of Office Supplies. Costs for the Library staff were less than projected. Going forward, it was suggested that we eliminate the projected costs in the 2014/2015 Annual Budget for General Ledger Account No. 52201 for payroll and bookkeeping, and simply report 0.

Library revenue from proctoring services and rental of the conference room has increased significantly, due in large part to Jason's efforts at creating a Facebook page for the Law Library, and because of his improvements to the Law Library's web page. There is interest in increasing the fee charged so it is more in line with the going market rate. Laurie will check into the proctoring fees charged by other law libraries and libraries in the surrounding Bay Area and report back to the Board in December.

3.2 November Warrants

The Board reviewed a schedule of warrants for payment in November. It was noted that Chien Liew pays the monthly fee for the Law Library's Sonic account for its internet connection, and the Law Library reimburses him for that cost. Discussion ensued about the Law Library's internet security, maintenance and troubleshooting needs. Sam requested that we invite Chien Liew to the December Board meeting to present the proposals for his continued services. Laurie will contact him to invite him to the meeting.

Sam moved, and Alexandria seconded, that all warrants on the schedule be paid as listed. The motion was approved 4-0.

4. Librarian's Report:

4.1 Discuss meeting with County Administrator

Ben stated that he and Jason met with the County Administrator to discuss the Law Library's continuing efforts to increase the amount of money available to pay wages to the library staff. The information in 6.1 of October's Minutes came out of their meeting with the County Administrator.

4.2 Discuss Meeting with MCBA, Superior Court and Self-Help Center

Alexandria reported that she met with Jason, Kim Turner and Mee Mee Wong to discuss ways to more effectively collaborate in their referrals of individuals to the most appropriate agency to serve their legal needs. They also discussed how to address the gap in Marin County for legal services and the availability of affordable legal services. They are planning to create a resource sheet about legal services available in Marin County. Kim Turner can be a very helpful advocate for the Law Library.

4.3 Discuss MCBA Holiday Mixer
Laurie reported that the Marin County Bar Association will hold its annual Holiday Mixer at the Law Library on Monday, December 8, from 5:00 to 7:00 p.m. This presents an opportunity for the Law Library to gain greater exposure in the Marin County legal community. There was discussion regarding insurance coverage for the party, and a request that we obtain an insurance rider and indemnification agreement from MCBA.

Ben stated that he would like to have a brochure about the proposed Membership Program available at the Mixer so that attorneys can pick it up and take it home with them. However, there has been no general consensus about the terms of the program, so it was decided that it would be premature to do that.

There was some discussion about seizing the opportunity to fundraise at the party, possibly in regard to purchasing CEB Onlaw, but Alexandria stated she would prefer that the Board focus on its staffing needs, and strive to pay a better wage before looking at adding to our collection. Following further discussion, it was decided that it would be best to not pursue that avenue at this time.

5. **Old Business**

   5.1 **Discuss Prospects for Library Membership**

Laurie presented the highlights of the proposed Library Membership program. There was concern expressed about placing names in a directory because it might give the impression that the Law Library endorses the individuals in the directory. Ben reported that Sonoma County's membership program brings in approximately $15,000 per year for the Sonoma County Law Library. The Board decided to table this issue until the December meeting, and requested that Laurie obtain information about Sonoma County's program.

6. **New Business**

   6.1 **Insurance for MCBA Mixer**

This item was discussed when we discussed the Librarian's Report.

   6.2 **Discuss Law Library Operating Hours**

There was discussion regarding the current library operating hours, which have been the same for a long time. We are currently understaffed, but Laurie has put an ad out for a Library Assistant. We also have a paralegal intern, Katie Dunn, as well as two volunteers, Rachael Payne, and Sarah Gerber-Kai. In addition, we have volunteers from the County Probation Department's Adult Offender Work Program. Alexandria recommended that we discuss our long term goals; do we want to pay the staff more and be open less hours, or pay the staff less and be open more hours. She favors paying the staff more money and reducing the Law
Library's operating hours. The item was tabled for further discussion at the December meeting.

6.3 Discuss Prospects for Implementing Transition to New Director

Ben announced that the Board would discuss this item in Closed Session because it is closely related to the other items on the agenda. At 6:26 p.m., the Board adjourned to Closed Session.

7. Closed Session (Gov. code 54950-54963):

7.1 Public Employment, Title: Law Library Director

7.2 Reconvene Open Session: Announce Action Taken in Closed Session, if Any

Following the Closed Session, Ben announced that Laurie's pay would be increased to what Jason had been paid, which was $20 per hour. He further announced the Board will conduct a search for a Law Library Director, with Laurie's name being at the top of the list. Sam stated he has some uncommitted time available and will meet with Laurie to assist her in transitioning to the position of Acting Director.

8. Adjournment

All business before the Board having been considered, the meeting was adjourned at 6:55 p.m. The next Marin County Law Library Board of Trustees Meeting will be on Monday, December 15, 2014 at 5:15 p.m.

Respectfully submitted,

______________________________  ________________________________
Benjamin Gale, Chair             Laurie Vaala-Olsen, Acting Secretary