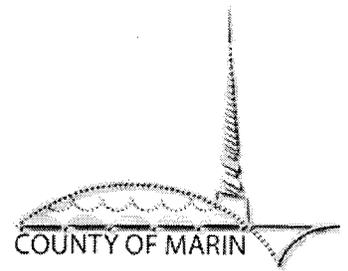


Regular Meeting of the
Board of Law Library Trustees
of Marin County

ACTING LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Monday, February 23, 2015, at 5:15 p.m.



BOARD OF TRUSTEES:
Benjamin Gale, President
Steven Schoonover, Esq.
Sam Ware, Esq.
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.

Present: Ben Gale, Steven Schoonover, Alexandria Quam, Bob Begley,
Elliot Bien, and Laurie Vaala-Olsen, Acting Secretary.

Absent: Sam Ware

Also Present: Bill Hale

Call to Order

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

1. Approval of the Minutes

1.1 The January 12, 2015 Minutes were circulated and reviewed. Robert moved to adopt the Minutes as presented, and Alexandria seconded. The motion passed, with 4 Ayes, 0 Noes and 1 Abstention.

1.2 The January 20, 2015 Minutes were circulated and reviewed. Elliot moved to adopt the Minutes as presented, and Alexandria seconded the motion. The motion passed, with 4 Ayes, 0 Noes, and 1 Abstention.

1.3 The Minutes of the February 11, 2015 Special Meeting were circulated and reviewed. Following some discussion, Elliot moved to adopt the Minutes as presented, and Robert seconded. The motion passed with 3 Ayes, 0 Noes, and 2 Abstentions.

2. Open Forum

Ben called for comment by the non-Board members attending the meeting, but none was offered.

3.0 Financial Report

3.1 January 2015 Fiscal Report

Laurie presented the January fiscal report. Filing Fees were again low at \$12,812.89. However, the Law Library is still operating close to its budget.

3.2 Warrants

The Board reviewed a schedule of warrants for payment in February. Laurie pointed out that most of the warrants are routine monthly payments, with the exception of CEB and Inland. The amount we are paying to Inland is based on Sam's calculations pursuant to meter readings of the various copy and print machines that were taken on February 5th. Sam drafted a letter to Inland to accompany the payment, which Laurie transferred to Law Library letterhead for Ben's signature. Elliot moved to approve payment of the February warrants as presented, and Robert seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

4. Librarian's Report:

4.1 New Hire: Part-time Library Assistant Elizabeth Guagenti

Laurie reported that she had hired a new part-time Library Assistant, Elizabeth Guagenti, who started last Wednesday. Elizabeth comes to the Law Library with a J.D. degree, several years of experience working at two public libraries in Marin, and excellent references. There was concern expressed regarding whether a background check on Elizabeth had been performed. It had not. Laurie stated she had performed a Google search of Elizabeth's name. The Board believes it is necessary to carry out background checks on all new employees, and advised Laurie to contact Sheila Lichtblau at the County Counsel's office regarding how to perform one. In addition, Alexandria requested that some consistent, standard hiring practices be instituted for all future hires, and that the practices be made Law Library Policy.

4.2 Projected Annual Budget for Fiscal Year 2015-2016

Laurie presented the Projected Annual Budget for Fiscal Year 2015-2016, which was approved at a Special Meeting of the Board on February 11, 2015. There was some discussion about various figures in the Budget.

4.3 Contract with Inland

Laurie reported that the only response she has received from Inland to Ben's January 29, 2015 letter regarding the Law Library's disagreement with the charges in Inland's Invoices, is an email from the Collections Specialist, which included a Statement of Account, and copies of the same invoices that we already had. Sam has drafted a second letter to Inland for Ben's signature, that

again states the Law Library's reasons for paying them less than what they are claiming in the invoices.

4.4 Monthly IT Maintenance Check by SPTJ

Laurie reported on Chien's monthly maintenance check of the internet network for the computers. Chien also performed some work on the computers to restore their settings to what he had set as the default settings, as they had been changed and there were problems with printing documents.

Laurie also reported on a software program that Chien advised installing on the public computers to automatically restore their default settings to the original settings established by Chien every time a person logs off the computer. Robert moved to approve the purchase and installation of the Trend Software program for each of the Law Library's computers at a cost of \$429.80. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

Laurie then presented the contract for consulting services with Chien Liew, which is based on the two proposals that Chien made to the Board in December 2014. Robert requested that language be added to item 8.c. to require that Chien provide proof of Worker's Compensation Insurance. There was discussion regarding item 2.C., the purchase and installation of computer software to restore the patron use computers to their original state following each user session. At this point, Laurie reported that the Trend software she had described in the preceding paragraph was an anti-virus program, and not for restoring the computers to their original settings after each patron user session. Elliot then moved to rescind the vote on the Trend software, and Alexandria seconded. The motion passed, with 4 Ayes, 0 Noes, and 1 Abstention. Due to the uncertainty about the two software programs, as well as a request to negotiate a lower fee for installation of one of the programs, approval of the contract was tabled until the March meeting.

At this point the Board went into Closed Session.

4.5 CCCLL Annual Meeting March 22 – 24, 2015

Laurie presented an itemized expense report for attending the 2015 Annual Meeting of the Council of California County Law Librarians in Sacramento. She plans to apply for a \$250 Grant to reduce the cost of attending the event, and requested that the Board approve spending \$362.00 to cover the remainder of her expenses. There was discussion in which board members expressed support for attending this meeting, noting that Jason had found it very worthwhile. Bob moved to approve the expenditure of \$362 for Laurie to attend the Annual Meeting of CCCLL in Sacramento from March 22nd to the 24th, and Elliot seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

5. Unfinished Business

5.1 ACTION ITEM: Appropriate Funds Received in October 2014 to Specific Line Item Accounts in 2014-2015 Budget.

Laurie presented a description of the funds to be appropriated and the budget line items to which they would be appropriated. Following discussion regarding the proposed use of the funds, as well as alternate uses for the funds, the matter was tabled until the March meeting.

5.2 ACTION ITEM: Approve Proposed Contract With SPTJ for IT Maintenance & Support

See item 4.4, as this item was discussed during the Librarian's Report.

5.3 ACTION ITEM: Approve Purchase of Replacement Copies of Stolen Books

Due to the high cost of the books on the list, the Board inquired whether it was necessary to replace the books, especially in light of the fact that the state code books and the publications by West could be accessed on line. The Board also questioned the \$506 cost to replace Volume Two of the Rutter Group Landlord Tenant Law, believing it to be too high. Laurie will check into this further and report back to the Board in March.

5.4 ACTION ITEM: Compensation for Additional Hours – Acting Law Library Director

This item was tabled until the March meeting.

5.5 ACTION ITEM: Approve Return to Former Library Operating Hours

Laurie presented a proposal to restore the Law Library's operating hours, which would return the Tuesday and Thursday hours to 8:30 a.m. to 8:00 p.m., and the Friday hours to 8:30 a.m. to 5:00 p.m., effective March 1st. A robust discussion ensued, during which it was pointed out that the Law Library recently received funds from the County specifically for the purpose of maintaining the library's hours of operation and providing services. There was an inquiry regarding alternative uses for the money, such as increasing the salary paid for library staff in order to attract the most highly qualified individuals, and in purchasing security equipment to safeguard the Law Library's collection from further theft. It was reported that the trend for law libraries is to be open fewer hours because of the continuing problem with funding. Alexandria requested that future appeals to the County for funding for the Law Library be arrived at following discussion of the funding proposal and pursuant to consensus of the board. It was then moved by

Elliot to approve restoration of the Law Library's former operating hours to 8:30 to 8:00 p.m. on Tuesdays and Thursdays, and 8:30 to 5:00 p.m. on Fridays. Robert seconded. The motion passed with 3 Ayes, 1 No, and 1 Abstention.

5.6 Security Measures to Prevent Book Theft

Laurie reported on her efforts to date to secure a second book gate for the Law Library's internal door to the hallway. Alexandria checked the door in the conference room, and discovered that it is not alarmed. Laurie will check with Dorren Hill regarding the lack of an alarm for the conference room door, as well as possible other security measures for the Law Library. Ben again suggested that a sign be placed near the internal door to the hallway advising patrons that they may be subject to search upon leaving the Law Library. Laurie expressed concern about confronting patrons who may have mental health issues that would cause them to react in a threatening way. Laurie was encouraged to find a way to confront one of the Law Library's regular patrons who is known to have stolen books in the past, and to request that she return the stolen books in order to avoid investigation and prosecution. The former Law Library Director had previously informed the Board that this approach was effective in obtaining return of the books in the past.

5.7 Prospects for Law Library Membership Program

Following a brief discussion of the pros and cons of a Law Library Membership Program versus a Friends of the Law Library Fundraising program, this item was tabled until the March meeting.

6. New Business

6.1 ACTION ITEM: Approve Boards & Commissions Annual Report FY 2015-16

Laurie presented the Boards and Commissions Annual Report for Fiscal Year 2015-16, and thanked Elliot and Ben for their work on the document. There were no suggested changes to the report. Elliot moved that the Boards and Commissions Annual Report for Fiscal Year 2015-16 be approved as presented, and Robert seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

6.2 ACTION ITEM: Approve Replacement of 2 Outdated Computers

Laurie presented a proposal to purchase two refurbished computers from Renew Computers to replace the two outdated computers available for public use that presently run Windows XP, which is no longer supported by Microsoft. The Board questioned whether it is necessary to replace these two computers, and

asked about patron use of the computers. Laurie responded that it is infrequent when all of the computers are in use, maybe once per week. The Board decided to table this item for the time being.

6.3 ACTION ITEM: Appropriate Community Service Funds to Salaries to Support Increasing Law Library Operating Hours

This item was tabled until the March meeting.

7. Closed Session (Gov. Code §§ 54950-54963):

- 7.1 Conference with legal counsel – Existing litigation
California Government Code section 54956.9(d)(1)
Name of Case: Hale v. Marin Co. Law Library Board of Trustees
Marin County Superior Court Case No. 1404780
- 7.2 Public Employment Title: Law Librarian
California Government Code section 54957
- 7.3 Reconvene Open Session: Announce Action Taken in Closed Session, if Any

There was no action taken in Closed Session.

8. Adjournment

All business before the Board having been considered, the meeting was Adjourned at 7:30 p.m. The next Marin County Law Library Board of Trustees Meeting will be on Monday, March 16, 2015, at 5:15 p.m.

Respectfully submitted,

Benjamin Gale, Chair

Laurie Vaala-Olsen, Acting Secretary