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, December 18, 2018 at 5:15 p.m.

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

Also Present: Bill Hale, Jackie Grossman

President Jonathan Frieman called the meeting to order at 5:19 p.m. and thereafter presided.

1. Consent Items
   1.1 Approve Minutes of November 20, 2018 Board Meeting
   Removed from Consent Calendar. Sam requested that the November 2018 Minutes be amended to include detail regarding the observations that he made at the meeting about the Revised Amended Budget for FY 2018/2019, as follows:
   “1) Based upon the first 5 months of actual filing fee receipts for 2018/2019, the trend is that filing fee income for 2018/2019 is again declining, and will likely be less than the $173,000 originally projected for 2018/2019 Budget (which was based upon the actual receipts for 2017/2019 of $173,090), so that there will likely be a $12,000 shortfall in actual filing receipt in 2018-2019 when compared to 2017/2018;
   2) That if both the $12,000 projected shortfall/decline in filing fees income and the one time legislative/governor grant of approximately $78,000 are removed from the Projected Receipts portion of the budget for 2018/2019, the Projected Expenses of $203,556 will likely exceed the Projected Receipts by approximately $29,000.”
   In addition, it was requested that items 8 and 9 in the November 20, 2018 Minutes be changed to Items 9 and 10. Sam moved for approval of the November 2018 Minutes as amended; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 1 Abstention.

   1.2 Approve December 2018 Warrants
   Removed from Consent Calendar. Laurie reported that Hartford Insurance must be added to the list as the invoice just came in today and the payment is due January 5. She reported the premium had increased by 18.5% from last year, however, because our premium was quite low to begin with, a market survey of other companies did not result in a lower premium rate. The revised warrants list totaled $9,804.23, the total expenses totaled $15,942.91 and the remaining cash balance totaled $125,459.20. Sam inquired about SPTJ and Laurie explained the November 2018 invoice. Kristine moved for approval of the December 2018 Warrants as amended; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
2. **Open Time for Public Expression:** Jackie Grossman reported that she had reviewed the Agenda Packet and encouraged the trustees to approve some of the expense items on the Proposal for the Supplemental Funds received from the California State Budget Act.

3. **Financial Report**
   3.1 **November 2018 Fiscal Report**
   The Unrestricted Fund Balance on December 18, 2018 was $151,965.78. Although filing fee revenue for 2018 is slightly below projections, the budget balance for the month of November 2018 was $1,625.09 and the year-to-date budget balance for July 1 to November 30, 2018 was $78,879.94.

4. **Librarian’s Report**
   Laurie reported on the holiday schedule, that she will be taking vacation days in December and that she has jury duty on January 2, 2019. Suzan Sharpley’s last day of volunteering at the Law Library will be the end of January 2019. Efforts are underway by CA County Law Librarians to seek supplemental funding in the Governor’s 2019 Budget. Bill Hale obtained a free projection screen for the Law Library.

5. **President’s Report**
   Jonathan reported that he attended the MCBA Holiday Mixer and that he is working on a group effort with other agencies in the County to make a case for funding for self-represented litigants.

6. **Reports of Special Committees & Liaisons**
   6.1 **Report from Patron/Technology Standards Committee** – Sam reported on efforts to update the policy. See item 7.4 regarding adopting a new policy.
   6.2 **Report from Law Library Video Editing Committee** – No report.
   6.3 **Report from Law Library Civic Engagement Program Committee** – Denise reported that they had a meeting and are continuing to research possibilities
   6.4 **Report from Liaison to Lawyers in the Library Program** – Nothing new to report.
   6.5 **Report from Liaison to Friends of Marin County Law Library** – see President’s Report in item 5.
   6.6 Report from Books, Tables and Chairs Committee – Sam met with Steve Feller to discuss the publications on the Wish List (Proposal dated 11/20/18); they agreed to eliminate 2 expensive publications, Colliers on Bankruptcy (approximately $5,000/year) and Moore’s Federal Practice (approximately $6,000/year). Sam recommends that elimination of these publications be placed on the January agenda. Laurie will check on the date that the contracts renew. They also discussed the publications for pro se litigants on the 11/20/18 Wish List, to be addressed later.
   6.7 **MCLE Committee** – No report

7. **Old Business**
   7.1 **Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan, Including County Services and Space Considerations**
   Jonathan will be meeting with Supervisor Damon Connolly to keep the Law Library on their radar screen. Kristine asked if the blank space after number 8 on the
Strategic Plan Working document is supposed to be a separate item. Laurie will check on this. Bill Hale reiterated his request that the Law Library try to develop a program that would provide legal representation to pro pers. Jonathan requested that Bill provide the board with a plan for his idea, so the Law Library can take a look at it.

7.2 Discuss and Approve Overtime Compensation for Director to Participate in Evening Board Meetings and Administer Lawyers in the Library Clinics

Jonathan presented the issue. Laurie stated that based on a conversation with County Counsel, this topic is related to compensation and should be discussed in closed session. Kristine moved to table the discussion and set it for closed session; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.3 Discuss and Approve Resolution 2018-10 Adopting Revised Amended FY 2018-19 Marin County Law Library Budget and Associated Proposal for Expenditures and Increase in Reserve Fund dated November 20, 2018

Discussion re proposed Revised Amended FY 2018-19 Budget and Proposal for Expenditures and Increase in Reserve Fund. Donald was not in favor of purchasing the publications listed under the pro se category; too much duplication and questionable value. Jonathan set up a finance committee, to be comprised of Sam, Kristine, Donald, Denise and Jonathan, for the purpose of reviewing the Law Library's Budget and the November 20, 2018 Proposal. Motion by Kristine, seconded by Denise to table item 7.3. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.4 Discuss and Approve Resolution 2018-11 Adopting Proposed Patron Rules of Conduct and Computer Use Policies of the Marin County Law Library

Sam proposed adopting the one-page policy, to be posted on the Law Library's website with two links to the respective policies in the first paragraph of the document (1 for patron use policies and 1 for computer use policies). Full copies of the Rules will be kept behind the front desk for reference. Bill was dissatisfied with the policy and distributed copies of the policies and procedures of the San Francisco Public Library as an example of a policy he thought was more specific about rules and consequences for infractions. Kristine suggested adding "appeals and/or" between all and correspondence in the bottom paragraph and adding a link to the computer use policy. Kristine moved for approval of the Patron Rules of Conduct and Computer Use Policies as amended by adding a separate link to the Internet Computer Policy in the first paragraph and the phrase "appeals and/or" to the second sentence at the bottom of the page; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The committee was then disbanded.

Tracy arrived at the meeting.

7.5 Schedule Annual Performance Review for Law Library Director

Kristine and Tracy will meet in January to work on preparations for the performance review and report on their efforts at the January Board Meeting.

8. New Business

8.1 Discuss and Approve Purchase of Opals Software Program to Host Interactive Online Catalog of Law Library’s Publications

Sam moved for approval of the OPALS software program to host an interactive
8.2 Discuss and Approve Resolution 2018-12 Regarding Holiday Bonuses for Staff and Gift Card for Volunteer

Laurie present the proposal to pay holiday bonuses and purchase a gift card. Sam moved to approve Resolution 2018-12, as amended, with $100 each to Robert and Steve F., $50 to Stephen R., $300 to Law Library Director Laurie, and a $100 gift card for Volunteer Suzan S; Donald seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

8.3. Discuss and Approve Use of Compensatory Time for Law Library Director’s December Vacation

Laurie presented the issue. Discussion ensued. Kristine moved for approval for Law Library Director to use compensatory hours in bulk for her December vacation, which will use a total of 3.5 days; Emily seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

8.4 Discussion and Action Item: Discuss and Approve Expansion and/or Reduction in Collection Pursuant to Recommendations of Books, Tables & Chairs Committee in Item 6.6

Sam moved to terminate the Law Library’s subscription to Moore’s Federal Practice and Collier’s on Bankruptcy as soon as possible, unless we must continue to pay until the renewal date; Kristine seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

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

Include tabled items and reports from Personnel and Finance Committees. Sam will inform Laurie of the finance committee meeting date, so she can post notice as required by the Brown Act.

9. Adjournment

All relevant business having come before the board, Donald moved to adjourn; Kristine seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:05 p.m. The next board meeting will be held on Tuesday, January 15, 2019 at 5:15 p.m.

Respectfully submitted,

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

Laurie Vaala-Olsen, Ex-Officio Secretary