Call to Order

Steven Schoonover called the meeting to order at 5:25 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The April 20, 2015 Minutes were circulated and reviewed.

Alexandria requested the following corrections to item 6.7 Discussion: Hiring Permanent Law Library Director. Remove “and Robert have” and insert “has” in the first sentence. Remove “They have” and “someone from the County’s Health and Human Services Department for assistance, as well as with” from the third sentence and insert “Alexandria has” at the beginning of the sentence.

Elliot requested that “19” be removed from the first sentence in item 6.1, and that “9 or 10 attorneys” be inserted in its place.

Sam moved to adopt the Minutes as amended, and Alexandria seconded. The motion passed, with 6 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum

Steven called for comment by the non-board members attending the meeting. Bill Hale wanted to discuss the ethics of the Board, and stated he intends to pursue the issue with the board. He believes that the board, as guardians of the public trust,
should not be swayed by partisan interests, public pressure, or fear of criticism. He also inquired whether there would be a closed session this evening and Steven stated that there would not. In addition, Bill provided the Board with a form of letter for patrons to use to express their support for the law library, which he obtained from the Alameda County Law Library.

3. **Board of Trustees Matters**

No one had any topics they wished to discuss that were not already on the agenda.

4. **Financial Report**

4.1 **April 2015 Fiscal Report**

Laurie presented the April Financial Statement. Filing Fees continue to lag below the projected amount. The unrestricted fund balance on May 18, 2015 was $52,657.35. Sam expressed his concern about the continuing Inland issue; expenses incurred for use of the printers and copiers exceed the income received from the sale of copy cards. On a positive note, conference room rentals are way up and are bringing in some much-needed revenue for the Law Library.

4.2 **Warrants**

The Board reviewed a schedule of warrants for payment in May. Sam requested that the warrant for Inland in item 5 be modified such that it is approved up to the amount of $50. Elliot moved to approve the warrants as presented, with the exception of item 5, the warrant to Inland, which is approved up to the amount of $50. Sam seconded the motion. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

5. **Librarian’s Report**

5.1 **SB711 Update**

Laurie provided an update on the status of SB711, CCCLL’s efforts to amend the state enabling legislation for county law libraries to allow them to charge for special services.

5.2 **Employment Search for Part-time Library Assistant**

Laurie reported that the Craigslist ad generated considerable interest in the library assistant position. She has interviewed three candidates to date and has a few more people to interview. The board emphasized that they want a background check done on the candidate who is chosen for employment, including criminal history, education verification and employment verification. Laurie will send a copy of the USLI background screening services information to Alexandria and Steven.
5.3 Update on Computers

Laurie stated that Chien Liew installed the Drive Vaccine lockdown software on the public access computers, as well as the Trend Micro Internet Security Anti-Virus Program on all of the computers. There are issues with two of the computers that Chien is continuing to work on, all under the agreed upon contract price. The installation also required some coordination with the High Tech chargeback system settings.

5.4 Patron Issue - Unruly Conduct

Laurie reported on an incident of unruly behavior by one of the law library’s patrons during Robert’s evening shift. She stressed the importance of insuring that the Law Library’s Patron Rules of Conduct clearly state what the behavior expectations are as well as the consequences for violating those rules.

6. Unfinished Business

6.1 Discussion: Discuss Prospects for Fundraising through Friends Program.

Elliot reported that the outcome of the exploratory meeting on Wednesday, April 22, was discouraging. He believes that lawyers use online resources and see the physical library as not that valuable to them, and that attorneys don’t perceive the library as important to the public. Unfortunately, there was no help offered that evening for purchasing the security system for the Law Library. However, there were several suggestions about ways to raise money. In order to ask for money from the community, we need to do a better job of getting the message out about our relevance to the community. This topic sparked a lengthy discussion by the board members regarding the library’s purpose and image in the legal community, how to market the law library as a vital and necessary part of the community, as well as how to better coordinate the services we provide with the services provided by various other entities in Marin. Alexandria pointed out that she and Jason had made efforts in that regard prior to Jason’s resignation, and the board was in agreement that such efforts should be pursued further. There was a suggestion to hold a meeting with all of the stakeholders who deliver legal services in the community regarding how best to serve the public. It was decided that further discussion is needed on this issue.

6.2 Discussion and Action Item: Discuss Options, Costs and Budget Implications for Improving Security Measures, including Security Cameras and Additional Security Gate

Laurie reported that she and Sam visited the warehouse to meet with the technician from 3M to check out the functionality of the used gate, which proved to
be fully functional. She then presented the cost estimates received for installation of the additional security gate, as well as for an annual maintenance contract for both security gates. She also provided the cost estimates for installation of a security camera system from two electrical contractors that were recommended by the County. The cost for the security cameras is prohibitive. In addition, the possibility of security cameras in the Law Library raised concerns about privacy issues. There was a suggestion to contact the County regarding making an opening in the wall at the front desk to make the exit to the hallway visible to staff. Also, there was concern expressed regarding whether the gate is ADA compliant.

6.2.1 Approve, Subject to any Necessary Budgetary Conditions, the Purchase and Installation of an Additional Security Gate

Sam moved to authorize the hiring of 3M to install the additional security gate at the rate of $325 for the trip charge plus $250 per hour for labor, which we understand includes 2 workers, with labor not to exceed 4 hours, and, if so necessary, Sam is authorized to approve additional time up to 6 hours. Elliot seconded. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

6.3 Discussion and Action Item: Approve Purchase of New Editions of Selected Nolo Press Publications

Sam presented the list of publications recommended for purchase to update the Law Library’s collection. He also suggested adding some Spanish language publications, including U.S. Immigration Made Easy, Landlord Tenant, Worker’s Compensation, and How To Do Your Own Divorce in California. The book regarding Your Rights in the Workplace was also recommended for purchase in Spanish. Denise suggested asking the publisher if they would comp us a copy of one of the books if we prepare a review of it. Elliot moved to authorize up to $700 for the purchase of updated Nolo Press books. Trudy seconded. The motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

6.4 Discussion: Hiring Permanent Law Library Director

Alexandria reported that Robert is working on a more detailed job description for the Law Library Director position. She further reported that a review of law library director job descriptions from other law libraries revealed that the salary MCLL is offering is extremely low in comparison. She asked the board to think about what we can do about that. She compared MCLL with other law libraries of similar size, including Napa, Mendocino, Santa Cruz, San Luis Obispo, Placer, and Yolo. In Solano County, the pay for various law library positions ranges from $26 per hour to $45 per hour, and they pay benefits. She also discovered that most of the other law libraries have shorter hours, and only three are open on the weekends. Sam requested the empirical data regarding this information. Alexandria agreed to put her information into some type of report and figure out a variety of different proposals. She believes the primary benefit offered by the Law Library is our
helpful, hands-on staff. Alexandria pointed out that our filing fees are close to $100,000 less than they were in Fiscal Year 2010/2011, but we have not cut back on our services to correspond to that reduced funding. The board agreed that this issue is of paramount importance and requires further discussion. It was suggested that a long term solution might include checking with the County to see if they would help out more.

6.5 Discussion Regarding Existing Patron Rules of Conduct and Whether any Revisions to Rules May Be in Order

There was discussion regarding the existing Patron Rules of Conduct, which were approved by the board December 15, 2012. Alexandria suggested softening the tone of the rules that we have. This item was tabled until the June Board Meeting.

6.6 Discussion and Action Item: Approve Reimbursement of Portion of Acting Law Library Director Health Care Coverage Expenses

This action was taken under item 4.2, Warrants, based on the terms of employment that were offered to Laurie when she was hired by Jason, as provided in an email from Jason to Laurie dated April 22, 2014.

6.7 Discussion: Library Policy Regarding Posting on Bulletin Boards

Steven stated that the purpose of the bulletin boards is for the Director to post notices regarding legal-related items. He thinks the Law Library should not allow commercial speech on the bulletin boards, including the posting of business cards. He would like to give the Director the authority to remove items from the bulletin board at her discretion, and to put a time limit on items posted on the bulletin board by the public. Robert suggested that the board define the purpose of our bulletin boards and then enforce it. Alexandria suggested the Law Library keep two bulletin boards, one for the public and one for staff. Sam stated the Law Library should have a bulletin board for the Law Library to post notices regarding law-related matters. Steven pointed out that the bulletin board is not a first amendment forum. No decision was made regarding a policy.

7. New Business

7.1 Discussion and Action Item: Approve Purchase of 2 Refurbished Public Access Computers from Renew Computers, or in the alternative, Approve Purchase of New Microsoft Office Software.

Laurie stated she will have to check further with Renew computers regarding the Microsoft Office software that they include with the computers they sell, which is the Microsoft Office and Home version. Trudy suggested moving the public access computer that has the Home and Office software installed on it to the front desk so we can use the existing computer at the front desk solely as the server for the High
Tech chargeback system. Laurie will check with Chien Liew, our IT consultant, to find out if this is a good idea and what the cost would be to accomplish it. The item was tabled.

8. **Closed Session** (Gov. Code §§54950-54963)

8.1 Conference with Legal Counsel – Ongoing litigation  
California Government Code section 54956.9(d)(1)  
Name of Case: Hale v. Marin County Law Library Board of Trustees  
Marin County Superior Court, Case No. 1404780

There was no closed session.

9. **Adjournment**

All business before the Board having been considered, Robert moved to adjourn the meeting, and Sam seconded. The meeting was adjourned at 7:48 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, June 15, 2015, at 5:15 p.m.

Respectfully submitted,

[Signature]

Steven Schoonover, President  

[Signature]  

Laurie Vaala-Olsen, Acting Secretary