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


Monday, January 30, 2017 at 5:15 p.m.

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

Absent: Alexandria Quam and Denise Bashline

Also Present: Bill Hale and Jackie Grossman

Call to Order

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

1. Approval of the Minutes

1.1 The December 19, 2016 Minutes were reviewed by the trustees. Robert moved for approval of the Minutes as presented; Tracy seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention because Tracy was not present at the December meeting.

2. Open Forum – Bill Hale commented that the Lawyers in the Library program does not address the public’s need for attorneys who can provide pro bono representation on a long-term basis.

3. Financial Report

3.1 December 2016 Fiscal Report

Laurie presented the December 2016 Fiscal Report. Monthly filing fee revenue was $14,087.85. Expenses were $11,533.97 resulting in a November balance of $3,785.88. The July 1 to December 31, 2016 year-to-date filing fee revenue was $84,677.38 and expenses were $26,823.68, resulting in a year-to-date balance of $15,310.91. The Unrestricted Fund balance as of December 31, 2016 was $69,033.69.

3.2 January 2017 Warrants

Laurie presented the list of January 2017 Warrants. She stated that a payment of $142.25 to State Fund for Worker’s Compensation must be added to the list; it came in just today. She also pointed out that the $1,075.29 warrant for West Print products is higher than the 5 percent cap that was negotiated in our contract. Sam recommended that the
Law Library not pay the West Print bill until they send us a corrected invoice. Jonathan moved to approve the warrants as amended; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

Laurie reported that all of the computers (4 public access and 2 staff) and the printers at the front desk are old, worn out, and in need of replacement. The age of the equipment is partially to blame for the problems we have had with the Munis Financial System as well as with Westlaw. She has requested a quote from Chien Liew for replacement and installation of the four public access computers, the two staff computers, as well as the software for the equipment. Chien stated that the security software and Drive Vaccine will function at a more optimal level with new equipment and upgraded software.

Laurie also reported that she has added information to the Law Library’s website to address the criticisms expressed by the Marin County Civil Grand Jury in their recent evaluation of county websites. The improvements include projected budgets and annual reports for several years, a chart with terms of service and contact information for members of the Law Library’s Board of Trustees, a photograph of the conference room next to the description of it, and links to information about Lawyers in the Library.

Laurie also pointed out that the Law Library is inadequately staffed to cover any disruptions to the work schedule while maintaining our current hours of operation, which became readily apparent recently when Robert suffered an injury and thought he would have to miss work to go to the doctor.

In addition, Laurie reported that she, Sam and Jonathan recently met with State Senator Mike McGuire and his aide, Carole Mills. Senator McGuire toured the Law Library and had many questions about our services, patrons and funding.

Laurie will attend the CCCLL 2017 Spring Meeting in Sacramento at the end of February.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Laurie gave a report in Alexandria’s absence. She stated that volunteer attorneys assisted 16 patrons at the last clinic and that they had to turn away one patron. Attorneys from Legal Aid have volunteered to participate in the clinics, but there is a concern regarding conflicts of interest in the event a patron is referred to Legal Aid for further help. Their participation would require revisions to both the Attorney Volunteer Agreement and the Patron Disclosure Statement and a careful review of whether this might jeopardize the present liability insurance coverage. In addition, we now have an online calendar called Sign-up Genius, on which attorney volunteers can sign-up for one or more dates in the year. This convenience has increased the volume of sign-ups considerably.
5.2 **Report from Outreach Committee**

Jonathan reported that he and Denise met recently and came up with a list of fundraising ideas. Jonathan has met with a couple members of the Board of Supervisors to seek support for funds for the Law Library, and is making progress in that regard. The Supervisors encouraged the Law Library to apply for funds from the Board of Supervisors' General Fund as well as Community Service Funds. He also met with Alexandria regarding Legal Self Help and the people who go without legal help. This segment of the population is addressed in a Marin Community Foundation Report entitled "The Justice Gap", published about 4 years ago. Jonathan also met with a grant writer about Law Library funding needs. In addition, he and Sam met with Mark Estes, Director of the Alameda County Law Library, regarding services, programs and funding issues in Alameda. Denise suggested that the Law Library conduct a pledge drive targeting San Francisco attorneys who reside in Marin. Sam encouraged her to draft a proposal for it. In addition, Denise suggested that Law Library Trustees and Staff volunteer at a KQED pledge drive. Jonathan also suggested scheduling a board retreat after the two new trustees come on board.

5.3 **Report from Paid Sick Leave and Employment Policy Committee**

**Chairperson**

Sam reported that he and Tracy were unable to meet before the January 23rd board meeting. However, they will reschedule their meeting to discuss the employment policy, sick leave and vacation pay so it can be revisited at the February board meeting.

6. **Old Business**

6.1 **Strategic Plan**

Sam reported that Elliot's comments from the last board meeting will be incorporated into the revised Strategic Plan. He also invited additional input from the trustees. Jonathan explained that the Strategic Plan will drive our funding efforts.

6.2 **Renewal of West Print Publications Contract**

Sam reported that we are still in the process of finalizing the contract but very close to completion.

6.3 **Review of Wage Analysis Regarding Vacation Pay Benefits for Staff**

This matter was covered in item 5.3 above.
7.0 New Business

7.1 Consider Rescheduling February 20, 2017 Board Meeting (Presidents' Holiday) to Another Monday in February

Laurie reported that the third Monday of February falls on the Presidents’ Day Holiday and requested that the board meeting be rescheduled to another day. Laurie is unable to attend a meeting on February 27th because she will be at the CCCLL Spring Meeting in Sacramento. The meeting was changed from Monday, February 20 to Tuesday, February 28, 2017 at 5:15 p.m.

7.2 Amend Approved Resolution Requesting Inclusion of a Line Item for County Law Libraries in the Governor’s 2017 Budget for Presentation to County Board of Supervisors

Laurie reported that Jonathan had expressed concerns about two statements in the Resolution after it had been approved by the trustees at the January 2016 board meeting. His concerns related to how those statements will impact our future fundraising efforts. Jonathan questioned the source of the data presented in paragraph two; Laurie stated that the data came from the National Center for Access to Justice. Jonathan requested that the paragraph be amended by inserting “according to the National Center for Access to Justice” following the “Whereas,” and before “more than 80%”. He also challenged the statement in paragraph three, so it was amended by removing the phrase “the only” following the word “provide” and inserting “critical” in its place. Elliot moved to approve the Resolution as amended; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.3 Consider and Approve Purchase of Advertisement Regarding Conference Room Rental

Laurie referred trustees to the sample advertisement regarding rental of the Law Library’s conference room for placement in the Marin County Bar Association 2017 Directory, which was attached to the agenda packet. Jonathan suggested moving the second line to the headline position and reducing or eliminating the line that says “The Marin County Law Library”. Laurie reported that a quarter page ad will cost $275. Elliot moved to approve the purchase of a one quarter page ad, as amended, in the Marin County Bar Association 2017 Directory at a cost of $275. Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.4 Amend Approved Resolution 2016-9 Regarding December 2016 Holiday Bonuses

Laurie reported that County Counsel advised that bonuses cannot be paid to volunteers. Therefore, Resolution 2016-9 must be amended. Tracy moved to approve Resolution 2017-3 amending Resolution 2016-9 whereby the board of trustees approve the purchase of a $100 gift card for Suzan Sharpley because she is a volunteer and therefore ineligible to receive a holiday bonus from the Law Library. Robert seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.
7.5 Approve Resolutions Acknowledging Service of Law Library Trustees Elliot Bien and Robert Begley

Sam requested that the trustees approve certificates of recognition for retiring board members Elliot Bien and Robert Begley. Tracy moved to approve preparation of certificates of recognition for retiring trustees Elliot Bien and Robert Begley for their service on the Law Library Board. Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.6 Consider and Approve Purchase of Laptop Valued at up to $250 for Law Library Use

Sam recommended that the board approve the purchase of a laptop for the Law Library Director for her use in preparing minutes of board meetings and for other law library projects as needed. He stated that the Law Library could purchase a laptop from Renew Computers for $250 or less. Denise moved to approve the purchase of a laptop computer for the Law Library at a cost not to exceed $250. Tracy seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

7.7 Approve Estimated Expenses for Law Library Director’s Attendance at CCCLL 2017 Spring Meeting

Laurie requested that the trustees approve her attendance at, and estimated expenses for, the CCCLL 2017 Spring Meeting in Sacramento. Sam requested that Laurie prepare a written summary of the meeting covering the items on the agenda. A list of the estimated expenses totaling $520.25 was attached to the agenda packet. Elliot moved to approve the expenses estimated at $520.25 for Laurie to attend the CCCLL 2017 Spring Meeting in Sacramento. Tracy seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.8 Approve Purchase of New Multifunction Copier, Scanner, Printer, Fax to Replace Malfunctioning Machine

Laurie reported that she has learned from Chien Liew that the multifunction machine that was donated to the Law Library will scan in color even though it will print only in black and white. Sam suggested that he and Tracy try to install the multifunction machine to replace the malfunctioning OKI machine. Denise recommended that the Law Library purchase the Adobe Acrobat program from Tech Soup for $25. Purchase of a new multifunction machine was tabled until the donated machine can be installed and tested.

7.9 Approve the Hiring of a Fundraiser

Jonathan reported that a fundraiser would cost between $5,000 and $10,000 to hire. Robert inquired what kind of return the Law Library could expect from such a hire. Jonathan advised that one cannot look at it that way. He believes the Law Library needs a professional fundraiser to assist the Law Library with overcoming its government entity image and to facilitate our entry into the non-profit field. Discussion ensued. Sam asked
why it was urgent to make this hire. Laurie pointed out that such an expense was not factored into the FY 2016-2017 Budget and asked where the funds would come from since the budget is already quite lean. Laurie stated that she knows of a volunteer who might be willing to assist with fundraising efforts and she will check with her. Jonathan will check with several fundraising individuals that he knows.

8.0 Board Members’ Suggestions for Next Month’s Agenda

Laurie stated that Alexandria asked her to request that the board discuss staff wages at the February Board Meeting.

9. Adjournment

All business before the Board having been considered, Elliot moved to adjourn the meeting, and Robert seconded. The meeting was adjourned at 7:11 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Tuesday, February 28, 2017, at 5:15 p.m.

Respectfully submitted,

[Signatures]

Sam Ware, Esq., President
Laurie Vaala-Olsen, Ex-Officio Secretary