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.

Monday, April 24, 2017 at 5:15 p.m.

Present: Sam Ware, Jonathan Frieman, Alexandria Quam, Denise Bashline, Emily Vance, Tracy Barrett, Donald Drummond and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Jackie Grossman, Branden Barber, Bill Hale

Call to Order

President Sam Ware called the meeting to order at 5:16 p.m. and welcomed the two new judicially appointed trustees, Donald Drummond and Emily Vance, to the board. The new trustees introduced themselves, followed by brief introductions by the existing board members.

1. Approval of Minutes

1.1 The March 29, 2017 Minutes were reviewed by the trustees. Tracy moved for approval of the Minutes as presented. Jonathan seconded. Motion passed with 3 Ayes, 0 Noes, and 4 Abstentions because Alexandria, Denise, Donald and Emily were not present at the March board meeting.

2. Open Forum – Opportunity for Comments from the Public. Bill Hale asked what strings were attached to the new judicially appointed trustees. Donald reported that he understands that he acts independently of the judges. Laurie added that the Judicial Council concluded that the judicial appointees serve in place of the judges and act independently; therefore, there are no constraints on the appointees and they can participate in fundraising. Sam elaborated.

3. Financial Report

3.1 February 2017 Fiscal Report

Laurie presented the March 2017 Fiscal Statement. The Unrestricted Fund Balance on March 1, 2017 was $77,028.29. The Unrestricted Fund Balance on March 31, 2017 was $62,413.78. Revenue for the month of March was below projections but so were expenses, so we ended the month with a balance of $1,201.36. The balance of funds for the period July 1, 2016 through March 31, 2017 was $15,498.86. Denise
commented on the low level of income we have received from conference room rentals and asked if we are advertising on the Law Library's website and Facebook page. Jonathan will add that information to the Facebook page. Laurie stated that we are advertising the availability of the conference room for rental on our website. In addition, there is an ad for rental of the conference room in the 2017 Marin County Bar Association Directory, which was recently released. Sam requested that Laurie clarify the headings of the columns for monthly and year-to-date “Actual Budget” by omitting the term “Budget”.

3.2 April 2017 Warrants

Laurie presented the list of warrants for April, explaining that item number 8 is a reimbursement to Laurie for travel to and from Sacramento to attend the CCCLL Spring Meeting and item number 10 is the cost of the quarter page ad we placed in the 2017 Marin County Bar Association Directory. Following discussion, Jonathan moved to approve the suggested payments as presented. Tracy seconded. Motion passed with 7 Ayes, 0 Noes, and 0 Abstentions.

4. Librarian’s Report

Laurie reported that attorneys Donald Drummond and Emily Vance were selected by the Judges of the Marin County Superior Court to fill the two vacant trustee positions on the board. There is still no progress on purchasing equipment from Tech Soup. The Law Library has received three new sets of publications that are current as of 2016; California Forms of Pleading & Practice, California Points & Authorities, and California Legal Forms Transaction Guide, which were donated by a Santa Rosa Law Firm via the Sonoma County Law Library. The books replace our outdated set (2013) and are current as of 2016. The acquisition is worth a combined cost of $22,000. Laurie also reported on the references she spoke with regarding Chien Liew’s and SPTJ Consulting’s IT work, which were overwhelmingly positive in every respect.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Alexandria reported that the program continues to go very, very well. We have reached capacity at the last several clinics and had to turn people away. We are working on preparing a report of the demographics. Alexandria stated that the people who come to the clinics socialize with one another and exchange contact information such that it has fostered a community of support amongst the patrons. She stated that we need more attorney volunteers and that changing our insurance policy to allow for referrals of clinic participants to attorneys and their firms or agencies would facilitate the effort to recruit more volunteers. The trustees expressed uniform support for Alexandria to research this issue. Alexandria will also check the State Bar’s ethics rules.

5.2 Report from Outreach Committee

Jonathan requested that we re-order the agenda to discuss 6.5 now. There were no objections from the trustees.
Jonathan reported that the Judicial Council has determined that court-appointed trustees can participate in fundraising. He believes that forming a nonprofit organization would make it easier for the Law Library to fundraise. Jonathan recently met with the Director of the San Mateo County Law Library, which has only two staff employees. San Mateo Law Library's funding went from $800,000 to $400,000 in recent years so they have formed a nonprofit foundation that has raised approximately $15,000 within the past year. Jonathan also reported that the County of Marin is currently conducting budget hearings for next year's budget. Supervisor Judy Arnold has invited the Law Library to submit a business plan to the County to support a request by the Law Library for General Fund monies. Jonathan stated that three of the five supervisors are interested in supporting such a request. He further reported that he and Branden have drafted a Development Plan to submit to the Supervisors following review by the Law Library Trustees.

5.3 Report from Paid Sick Leave and Employment Policy Committee

Chairperson

Sam directed the trustees to two items on the agenda related to this committee; items 6.2 and 7.1.

6. Old Business

6.1 Discussion and Action Item: Discuss and Approve Resolution 2017-7 Adopting Projected Budget for Fiscal Year 2017-2018

Laurie stated that the board must memorialize its approval and adoption of the Marin County Law Library Projected Annual Budget for Fiscal Year 2017-2018 (July 1, 2017 to June 30 2018) at its regular board of trustees meeting on March 29, 2017 by approving Resolution 2017-7. Alexandria moved to approve Resolution 2017-7 as presented and Donald seconded. Motion passed with 7 Ayes, 0 Noes and Abstentions.

6.2 Discussion and Action Item: Discuss and Approve Resolution 2017-6 Adopting Marin County Employment Policy (2017)

Sam directed the trustees attention to sections that have been added to the Employment Policy, which included adding court holidays and two weeks vacation for employees with 30 hours or more per week, as well as sick days for all employees. A typographical error was noted in Resolution 2017-6 and Laurie was advised to change the word “Therefoe” to “Therefore”. Alexandria moved to approve Resolution 2017-6 as amended and Emily seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstenstions.

6.3 Discussion and Action Item: Discuss and Approve Resolution 2017-5 Regarding Vacation and Holiday Benefits for Staff

Alexandria stated that research she had performed a couple of years ago regarding law library pay scales revealed that the salary paid to the director of the Marin County Law Library is far lower than the salaries paid to the directors at other California
County Law Libraries and California Public Libraries. She strongly supported providing
vacation and holiday benefits to full time staff, i.e. staff working 30 hours or more per week,
which at the present time is only the director. It was noted that there is a typographical
error in Resolution 2017-5, and that “Thererefoe” should be changed to “Therefore” in the
third paragraph. Alexandria moved for approval of Resolution 2017-5 as amended with
correction of the typographical error changing “Therefoe” to “Therefore” in the third
paragraph and with an effective date of March 1, 2017. Donald seconded. Motion passed
with 7 Ayes, 0 Noes and 0 Abstentions.

6.4 Discussion and Action Item: Discuss and Approve Amended Resolution
2017-4 Regarding Wage Increase for Law Library Assistant

Alexandria moved for approval of Resolution 2017-4 to increase the hourly
wage of Law Library Assistant Bettina Voelk from $15 per hour to $17 per hour with an
effective date of March 1, 2017. Jonathan seconded. Motion passed with 7 Ayes, 0
Noes and 0 Abstentions.

6.5 Discussion and Action Item: Discuss and Approve the Hiring of a
Fundraiser and Branden Barber’s Proposal

Branden spoke about his proposal to assist the Law Library with fundraising
and development efforts. He described the ways he would work with the board and the
staff to articulate who we are and to market the Law Library to the public. Alexandria
inquired about the cost for his services and the expected return on that cost. There was
mention of a rate of $100 per hour, which Branden stated is a discounted rate for
nonprofits. Discussion ensued regarding articulating who we are and who we think the
primary donors to the Law Library would be. Branden suggested that the consulting
arrangement be a set of monthly deliverables for his work at the rate of $100 per hour.
The trustees decided to put the following items on the agenda for the May 2017 board
meeting: 1) Branden’s proposal for his consulting work, 2) creation of a 501(c)(3) nonprofit
foundation, and 3) a draft of a Law Library Development Plan for submittal to the Board of
Supervisors to support a request for General Fund monies.

7. New Business

7.1 Dissolve Paid Sick Leave and Employment Policy Committee

Now that the Paid Sick Leave and Employment Policy Committee has
completed the work for which it was created, Jonathan moved for and Emily seconded a
motion to dissolve the committee. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

7.4 Discuss and Approve Opportunity for Members of the Public to Present to
the Board of Trustees Proposals to Hold Educational Workshops and/or
Seminars at the Law Library.

Sam stated that one way the Law Library could provide services to a broader
segment of the community would be by reaching out to people who wish to put on
educational programs and inviting them to use our conference room space as a “limited
public forum. There would have to be a legal aspect to the program. He requested that the trustees consider how we might do this and bring their ideas to the May board meeting.

8. Board Members' Suggestions for Next Month's Agenda.

The trustees requested that the agenda include a written proposal from Alexandria regarding eliminating the restriction on referrals in the Lawyers in the Library insurance policy so that a vote can be taken at the May meeting. Denise inquired about the deadline for submitting agenda items. Sam suggested two weeks ahead of the meeting date. Donald said that he would like to see the Law Library hours increased and that the Law Library set a goal of adding back in the subscriptions that have been cut over the past few years due to decreased funding.

9. Adjournment

All relevant business having come before the board, Tracy moved to adjourn and Jonathan seconded. Motion passed with 3 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:27 p.m. The next meeting will be May 15, 2017, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary