Minutes of 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, October 15, 2019 at 5:00 p.m.

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

President Jonathan Frieman called the meeting to order at 5:21 p.m. and thereafter
presided.

1. Approval of Consent Items
   1.1 September 24, 2019 Minutes - Kristine moved for approval of the consent agenda
       as presented, Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0
       Abstentions.

2. Open Forum: Bill Hale objected to the minutes being placed on the consent calendar
   because he cannot comment on them.

3. Financial Report
   3.1 September 2019 Fiscal Statement - The actual year-to-date budget balance as of
       September 30, 2019 was $122,718, with revenue of $17,665 and expenses totaling
       $12,165. The Unrestricted Fund Balance as of October 15, 2019 was $116,339.81. The
       revenue total for July through September 2019 was $58,8770; expenditure total for July
       through September was $36,023.
   3.2 October 2019 Warrants
       The atypical expenses on the Warrants list were $37.12 to the Director for travel to
       and from Santa Rosa to obtain a new modem to get the Law Library Internet back up and
       running, the US Bank payment, which included $100 for annual renewal of MS Office,
       $156 for annual renewal of Adobe Acrobat and $81 to purchase an updated edition of the
       Bluebook, in addition to the typical monthly Sonic fee of $155 and the $810 payment to
       SPTJ for troubleshooting the Internet problem at the Law Library. Tracy moved for
       approval of the October 2019 Warrants as presented; Sam seconded. Motion passed with
       5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report - In addition to the written report attached to the October 15, 2019
   agenda packet, Laurie reported that CCCLL will be asking for one-time funding again
   this year in the same amount as last time ($16.5 million) and that advocacy efforts have
   already begun with correspondence sent to the Governor, meetings with the
Governor's Staff and invitations to visit county law libraries, extended to our local legislative representatives. In addition, Laurie related a story of a patron who was helped by law library staff to prepare her pleadings for a hearing on a TRO she had successfully secured.

5. Reports of Special Committees & Liaisons
   5.1 Civic Engagement – First Thursdays at the Marin County Law Library begins on November 7 with Assistant Public Defender Brian Morris presenting, followed by New Beginnings ED/Managing Attorney, Elissa Lasserre on December 5. Denise has already sent out press releases to 15 publications.
   5.2 MCLE – No report.
   5.3 Liaison to Lawyers in the Library Program – Clinics continue to be at capacity and we have had to turn away some folks. Sam is coordinating in Emily’s absence and it is going well.
   5.4 Liaison to Friends of Marin County Law Library – Jonathan secured a couple sponsorships for the fundraising event but no tickets were sold so it will be postponed until January 2020. Marin City is putting on a Senior Health Fair in November and Jonathan would like MCCL presence at the Fair. Laurie will create list of legal publications regarding elder law in addition to the LIL Resource information.
   5.5 Video Editing – Jonathan will deliver the two completed videos to Laurie this week.

6. Old Business
   6.1 Discuss Action Items from Special Board Meeting Regarding MCCL 5-Year Strategic Plan – Several action items have been completed, including purchase of a donation box for the Law Library, research on Spanish language legal resources available, research on availability and cost of Training Videos to Become a Minor’s Counsel, and preliminary work on a Law Library Brochure. Proposed rules for a logo design contest for the Law Library and compiling a list of potential donors from each trustee have not been completed yet.
   6.2 Discuss and Approve Renewal of Health Insurance for Law Library Director – Renewal of the Director’s health insurance plan with Kaiser will increase by $61 per month or $731.76 annually, for a total annual premium of $10,540.60 during the current fiscal year. The new rate takes effect December 1, 2019 with our November premium payment. Tracy moved for approval of renewing the Director’s health insurance plan with Kaiser and Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.
   6.3 Discuss Fall Fundraiser - The Fall Fundraiser with Senator Mike McGuire has been rescheduled to January 4, 2020.
   6.4 Discuss and Approve Offering Passport Services at Law Library - Laurie has submitted a request for the Law Library to become a Passport Acceptance Facility and is awaiting a reply from the State Department.
   6.5 Discuss and Approve Credit Card Payment Option at the Law Library – The credit card payment system offered through the County of Marin requires that we purchase a credit card reader for $58.40, but otherwise there will be no added expense to the Law Library. There will be a fee charged to the patron for using a credit card. Credit card transactions will be journaled as a revenue item for the Law Library Fund using the County’s Munis Accounting System. Sam moved for approval of implementing the County’s credit card system at the Law Library and for purchase of a card reader for $58.40; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.
County's credit card system at the Law Library and for purchase of a card reader for $58.40; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6.6 Discuss and Approve Proposal for $25 Opt-Out on Local Bar Dues Statement to Support County Law Library - Tracy reported that it is too late to place a $25 Opt-Out Donation to support MCLL on MCBA Dues Invoice this year, but it looks promising for next year.

7. New Business
   7.1 Discuss Law Library Plans and Policy for Public Safety Power Shutoffs – Laurie will inquire about the County's plans for its employees during these potential shutoffs, including the distinction between exempt and non-exempt employment status.
   7.2 Discussion Re Contacting IRS Regarding Law Library's Tax Status – Our last contact with the IRS regarding the Law Library’s tax status was in 2001, so it was time to reconfirm our tax-exempt status. Sam contacted the IRS, who will send a letter to us very soon.

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

9. Adjournment
   All relevant business having come before the board, Sam moved to adjourn; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. Meeting was adjourned at 6:19 p.m. The next board meeting will be held on Tuesday, November 19, 2019 at 5:15 p.m. in the conference room of the Marin County Law Library.

Respectfully submitted,

Jonathan Frieman, J.D.  

Laurie Vaala-Olsen, Ex-Officio Secretary