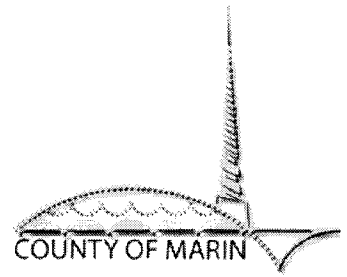


Regular Meeting of the Board of Law Library Trustees of Marin County

ACTING LIBRARY DIRECTOR:
Laurie Vaala-Olsen

A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.

Monday, March 16, 2015, at 5:15 p.m.



BOARD OF TRUSTEES:
Benjamin Gale, President
Steven Schoonover, Esq.
Sam Ware, Esq.
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.

Present: Steven Schoonover, Sam Ware, Alexandria Quam, Bob Begley,
Elliot Bien, and Laurie Vaala-Olsen, Acting Secretary.

Absent: Trudy Verzosa

Also Present: Bill Hale

Call to Order

Steven Schoonover called the meeting to order at 5:28 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The February 23, 2015 Minutes were circulated and reviewed. Robert expressed concern that the Minutes did not adequately reflect Alexandria's dissenting point of view in regard to restoring the Law Library's former operating hours under item 5.5. However, Alexandria was satisfied with the Minutes as written. Elliot then moved to adopt the Minutes as presented, and Robert seconded. The motion passed, with 4 Ayes, 0 Noes and 1 Abstention.

2. Open Forum

Steven called for comment by the non-Board members attending the meeting. Bill Hale reported on his meeting with Sheila Lichtblau and Steven regarding his lawsuit against the Law Library saying that she was intractable in her position. He requested that the trustees confer with their appointing judges for discussion on her orders and where she's getting those from. And, that Steven talk to the supervisors as to the same. Bill also said he was going to ask the board of supervisors to appoint a third trustee since the judges are not moving on Marta, and since the supervisors have the power to do so. He also reported on a recent visit to the Alameda County Law Library, and provided the board with handouts regarding their programs.

3. Board of Trustees Matters

Steven announced that the agenda for the monthly board meetings will henceforth include this item, which provides an opportunity for board members to bring up matters they would like to comment on which are not on the evening's agenda.

3.1 Alexandria reported that she had received a sneak preview of the filing fee revenue for two months hence and stated she will forward it to the rest of the board.

3.2 Sam stated that there are three print publications that have been stolen that he strongly believes should be replaced; 1) Witkin Torts, 2) Witkin Parent Child, and 3) Landlord-Tenant Practice Guide, Volume 2, by The Rutter Group. Robert pointed out that patrons can still access these publications online. Laurie confirmed that access is available via our Westlaw Next account. Sam believes they should be available in print publication format. Elliot agreed. He subsequently inquired whether book theft insurance exists in the marketplace. Laurie will check into this and report back to the board in April.

3.3 Steven reported that Marta Osterloh had withdrawn her name from consideration as a judicial appointment to the board.

4. Financial Report

4.1 February 2015 Fiscal Report

Laurie presented the February Financial Statement. The unrestricted fund balance as of January 31, 2015 was \$52,049.31. Filing Fees were still below the projected amount. The unrestricted fund balance on March 13, 2015 was \$64,311.78. Sam noted that the actual income for copy machines was \$179, which seemed low compared to the previous two months. He said he is concerned whether the Law Library can afford the contracts that Jason signed with Inland. He stated that we need to be able to track whether the income we generate supports the contracts, so photocopy income must be segregated from other uses for the copy cards.

4.2 Warrants

The Board reviewed a schedule of warrants for payment in March. Laurie pointed out that the amount due Inland was listed as "tbd" (to be determined). Sam said he had done some calculations, and believes the payment will be \$33.54, but requested some room in that figure. Sam moved that the board approve the warrants as provided, with the exception of Inland, for which he requested the board approve payment up to \$50 for the March Warrants. Elliot

seconded the motion. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

4. Librarian's Report

4.1 Contract with Inland

Laurie reported that the only response she has received from Inland to Ben's February 23, 2015 letter regarding the Law Library's disagreement with the charges in Inland's Invoices, is a telephone call from an administrative employee who wanted to discuss the matter by telephone. Sam stated he has spent considerable time analyzing the contracts and providing the Law Library's position to Inland in written form while they have yet to respond in writing. Sam will prepare one more letter to Inland to accompany the Law Library's March payment.

4.2 Monthly IT Maintenance Check by SPTJ

Laurie reported that Chien remotely performed the monthly maintenance check of the internet network for the computers. She further reported on the proposed contract with Chien, which she had revised pursuant to the Board's requests at the February meeting. The name of and total cost for the lockdown software is now included in the contract, and the worker's compensation provision has been added to section 8c. However, there is a question about SPTJ's liability insurance in section 13. The board requested that Laurie check into the amount of liability insurance that SPTJ carries, and insert that number into the contract. The board will review the contract again at next month's meeting, but in the interim, advised Laurie to contact Chien and let him know that the board is finalizing the agreement for his services and is ready to move forward with him.

5. Unfinished Business

5.1 ACTION ITEM: Appropriate Funds Received in October 2014 to Specific Line Item Accounts in 2014-2015 Budget.

Laurie presented a memorandum regarding the funds to be appropriated and the budget line items to which they would be appropriated. Sam requested that Laurie affirm that her proposal to appropriate the funds as set out in the memorandum are pursuant to discussion with, and proposals from, Ben Gale, which Laurie affirmed. Robert moved that the board appropriate the funds as proposed in the memorandum. Sam seconded. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

5.2 ACTION ITEM: Approve Proposed Contract With SPTJ for IT Maintenance & Support

See item 4.2, as this item was discussed during the Librarian's Report.

5.3 ACTION ITEM: Approve Purchase of New Editions of Selected Nolo Press Publications

Sam reported that he researched the public library general circulation list and the particular publications on the Law Library's list. He noted that our collection is four to five years old, with the exception of How to Do Your Own Divorce. He did not check into the Nolo online publications. Sam anticipates spending about \$400 to do a bare bones update of our Nolo publications, and will provide a price list for the next meeting.

5.4 ACTION ITEM: Compensation for Additional Hours – Acting Law Library Director

Laurie provided the board with a list of the extra hours she has worked since she was asked to step in as the Acting Director of the Law Library. Her extra hours total 97.9 for the period October 20, 2014 to March 13, 2015. Following discussion, Sam moved to accept 97.9 hours as the extra hours Laurie has worked during the stated period of time, to be returned as comp time in the summer of 2015, with the understanding that going forward there will be no additional hours worked over 40 hours per week without prior approval by the President of the Board. Alexandria seconded. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

5.5 ACTION ITEM: Approve Replacement of 2 Outdated Computers and Update Software

This item had been discussed briefly under the Librarian's Report. Sam suggested that we disconnect the two outdated computers that are no longer supported by Microsoft and not replace them, which the board unanimously agreed on.

5.6 Security Measures to Prevent Book Theft

Steven reported that he had looked into security cameras, which will cost in the neighborhood of \$5,000 to \$14,000 dollars. He stated that the cameras will have to be hardwired because the wireless type interferes with our computer wifi access. Laurie reported on her efforts to date to secure a second book gate for the Law Library's interior door to the hallway. There was discussion about locking the main entrance to the Law Library, and using the interior door as the main entrance, but it was decided that this needs to be looked into further before it is implemented. Steven will do further research on the cameras, and Laurie will do further research on the gates. Sam will assist on this.

5.7 Prospects for Fundraising: Membership Program, Friends

Program, Other

Elliot stated he was interested in moving forward with the Friends Program in light of our pressing need for funds to replace stolen books. Alexandria expressed concern that waiting for funds to come from fundraising efforts to pay for book replacements and improving security measures might impede the process. The board encouraged Elliot to proceed.

5.8 Discussion: Hiring Permanent Law Library Director

Steven suggested they appoint a subcommittee to look into hiring a permanent law library director. Alexandria and Robert agreed to form a subcommittee for the purpose of conducting a search. The hiring and employment policy regarding this process needs to be formalized. Alexandria will get in touch with the person from the County Health and Human Services Department that attended the February Board Meeting to discuss the matter.

5.9 Discussion: Outdated USCA Books

Sam reported that the USCA books that had been in storage at Ahmed's have been replaced with updated editions that are on the Law Library's shelves. The board unanimously agreed to give the surplus books to Jason. Laurie will check with Ben to see if he would like any of tax books that are in those boxes.

6. New Business

6.1 ACTION ITEM: Elect President and Vice-President of Board

Pursuant to the Law Library Bylaws, elections for a President and Vice-President of the Board take place in July. However, due to recent changes in the membership of the Board, this must be done now. Sam moved to nominate Steven to serve as President of the Board. Robert seconded the motion. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention. Steven moved to nominate Sam to serve as Vice President of the Board. Alexandria seconded the motion. The motion passed by vote of 4 Ayes, 0 Noes, and 1 Abstention.

6.2 ACTION ITEM: Appropriate Community Service Funds to Salaries to Support Increasing Law Library Operating Hours

This action was completed under item 5.1, since paragraph B of the memorandum to appropriate funds addressed item 6.2.

6.3 Discussion: Acting Law Library Director Health Care Benefits

Steven said he is investigating whether the Law Library can get health care benefits from the County, as was done in the past for Hal Aigner and Suzan

Sharples. He said one of the Aides to the Board of Supervisors is looking into this for him, and will get back to him. He will report back to the board next month.

6.4 Discussion: Brown Act

Steven said he is trying to arrange for the board to view a video on the Brown Act together. There is also a great Brown Act video on YouTube that was created by the First Amendment Coalition, which he encouraged everyone to view. He found it by performing a Google search for "Brown Act YouTube Video".

6.5 Discussion: Marin County Bar Association Law Library Committee

Randy Wallace asked Steven to be chair of the Marin County Bar Association Law Library Committee. However, in light of Steven's election to serve as President of the Board of Trustees for the Law Library, he asked for another volunteer from the Board to chair the Marin Bar Association Law Library Committee. Elliot expressed interest in assuming the committee chairmanship if it is acceptable to Randy. Steven will check into it.

6.6 Action Item: Resolution re Certificate of Appreciation to Ben Gale

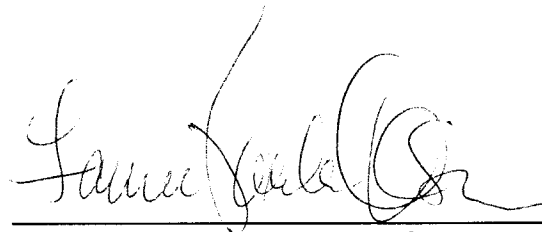
Steven presented for the board's consideration a resolution honoring Ben Gale for his longstanding service on the Law Library Board of Trustees. Elliot moved for, and Sam seconded, adopting a resolution to honor Ben Gale for his dedicated service to the Law Library Board of Trustees with a Certificate of Recognition. The motion passed by vote of 5 Ayes, 0 Noes, and 0 Abstentions. Laurie will prepare the Certificate.

7. Adjournment

All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Sam seconded. The meeting was adjourned at 7:34 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, April 20, 2015, at 5:15 p.m.

Respectfully submitted,

Steven Schoonover, President



Laurie Vaala-Olsen, Acting Secretary