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, February 22, 2016, at 5:15 p.m.

Present: Sam Ware, Alexandria Quam, Denise Bashline, Elliot Bien, Robert Begley
and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Jackie Grossman and Bill Hale.

Call to Order

Sam Ware, the Board’s Vice President, called the meeting to order at 5:20 p.m., and
thereafter presided.

1. Approval of the Minutes

1.1 The January 25, 2016 Minutes were reviewed. Robert requested that item
(2) of section 1.1 be revised as follows: add the phrase “to avoid any implication other
than at will employment” following “Law Library Director”. Denise moved for approval of
the January 2016 Minutes as modified. Elliot seconded. The motion passed with 5
Ayes, 0 Noes, and 0 Abstentions.

2. Open Forum

Bill Hale requested that future agenda packets be scanned in color. Laurie pointed out
that this cannot be done because it creates a file that is too large, which then cannot be
sent out by email. Jackie Grossman suggested that creating a zip file might make it
possible to send out a large size file.

3. Financial Report

3.1 January 2016 Fiscal Report

Laurie presented the January 2015 Fiscal Statement. The Unrestricted Fund Balance
on January 1, 2016 was $60,341.21. The Unrestricted Fund Balance on January 31,
2016 was $59,652.55, and as of today it is $57,989.82. Laurie pointed out that January
revenue was 6 percent less than projected, or fell short by $943, while expenses were 2
percent less than projected, or $254 under the budgeted amount. However, the year to
date figures for revenue were 3 percent over the projected amount, or $3,349.00 more
than projected, and expenses were 11 percent under budget, or $11,519.27 less than
projected. We have double the income projected from proctored exam fees and double
the expenses projected for telephone and internet costs. Our net fiscal year surplus to
date is $14,867.94. Filing fee revenue continues its downward trend; it was 8-1/2
percent less than in January 2015, or $1,174.86 less than the previous year, and year­
to-date filing fee revenue was 6 percent less than in 2014-2015, or $7,288.64 less than
the previous year.

3.2 February 2016 Warrants

Laurie presented the list of February 2016 Warrants. Charges were all fairly standard
with the exception of number 8, SPTJ, which are Chien Liew's Consulting Fees. The
standard monthly charge is $135 for one hour to conduct a maintenance check of the
computer network and equipment. The charge for two additional hours of Chien's time
was for inspection of the ADSL cable line in the Telecom Room at 20 NSP and follow up
with Sonic for failure of one line on the bonded circuit. After notifying Sonic, a
repairperson from AT&T came out to correct the problem and Chien performed follow
up tests of the ADSL line and tested the internet speed. Elliot inquired about the
payment to Inland. The warrant for Inland is again based on calculations Laurie
performed using the meter readings she took on February 5, 2016. Alexandria
requested that future payments to sonic be paid with the Law Library’s Cal Card. Laurie
will look into that. Robert inquired about the DeLage Landen charge. Laurie responded
that it is the lease payment for the copiers and printers. Denise moved to approve the
February Warrants as presented. Elliot seconded. Motion passed with 5 Ayes, 0 Noes
and 0 Abstentions.

4. Librarian’s Report

Staff Shortage: Kelly left for a full time job with benefits so Laurie posted notice for a
law library assistant on Craigslist. It resulted in a very good response Laurie is in the
process of interviewing candidates; she expects to make a decision shortly.

ADA Compliance: The project to install an automated door to the interior hallway has
been bid out and work should begin soon.

Inland – The sales representative at Inland has again requested that we schedule a
meeting to discuss our differences. They continue to refuse to service the equipment.
So far, we have managed to adequately fix problems ourselves.

Temporary Work Schedule Next Week While Laurie Attends CCCLL Spring Meeting:
Robert and Suzan Sharpley will cover Laurie’s hours next week during her attendance
at the Spring Meeting of CCCLL on Monday and Tuesday. Sam will provide a lunch
break for Robert on Monday, February 29th, and the Law Library will close early at 4:30
p.m. on that day. Otherwise, the schedule of operating hours will remain the same.
Suzan will work additional volunteer hours on Tuesday to cover Laurie’s hours, and on
Thursday to cover Robert’s hours.
5. **Old Business**

5.1 Discuss and Approve Resolution 2016-3 Regarding Compensation for Law Library Director Laurie Vaala-Olsen

Sam presented Trudy’s analysis of the cost savings resulting from the 10 hour reduction in hours of operation and the two options for applying the cost savings to staff wages. Trudy suggested either applying the entire amount to the law library director’s pay which would result in an $8.28 increase or an hourly rate of $28.28, or splitting the amount by applying a $5 per hour increase to the director’s wage for an hourly rate of $25 and a $3.50 per hour increase to law library assistant Robert Carrington’s wage for an hourly rate of $18.50. Discussion ensued. Laurie expressed concern that increasing Robert’s hourly rate too much would limit the number of hours he is able to work because of the restrictions imposed by the social security pay he receives. Board members expressed high praise for Robert’s assistance with their research questions. Elliot moved that Resolution 2016-3 be approved to increase Laurie Vaala-Olsen’s hourly wage from $20 per hour to $27 per hour, and that Robert Carrington’s wage be increased from $15 per hour to $16.25 per hour. Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6. **New Business**

6.1 Approve Resolution 2016-4 Regarding Certificate of Appreciation to Steven Schoonover

Sam presented Resolution 2016-4 recognizing Steven Schoonover’s nine years of service to the Law Library by serving on the board of trustees. Elliot moved to approve Resolution 2016-4 thanking Steven Schoonover for his nine years of service on the board of trustees with a Certificate of Appreciation. Robert seconded. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

6.2 Discuss and Approve Law Library’s FY 2016-18 Boards & Commissions Biennial Report to the County of Marin

Laurie presented the Draft FY 2016-18 Boards & Commissions Biennial Report to the County of Marin. The County uses the report to prepare its projected budget. Discussion followed. There was board consensus that the report should include efforts underway to appoint committees to focus on outreach efforts in the community, which will encompass fundraising in addition to other endeavors, as well as efforts to develop a program to better meet the needs of self-represented litigants who are not being served by other legal assistance programs in the County. While included in the draft report, these goals need further development prior to submittal of the final report to the County. Sam appointed Denise and Elliot to a committee that will be called the Outreach Committee.

6.3 Discuss Possibility of Collaboration between Law Library, Marin County Bar Association and Legal Self-Help to Increase Effective Delivery of Legal Services to the Public
Alexandria reported that she had a discussion with Larry Strick, the new President of the Marin County Bar Association, regarding delivery of legal services to the public. She also met and had a discussion with Pat Medina, Volunteer Director of Public Outreach for the Marin County Bar Association, regarding the framework for such a program. This may be a lawyers in the library type of program. There are many factors that must be considered, not the least of which is malpractice insurance. Laurie will check with the CCCLL membership to learn about programs in other law libraries, particularly those with a size and budget similar to ours. She will report back to the board at the March meeting. Sam appointed Alexandria Quam and Denise Bashline to a Committee to research and develop a Lawyers in the Library program.

6.4 Discuss and Approve Creation of Subcommittee for Fundraising

Sam presented a plan to create a subcommittee that will focus on fundraising efforts. This would include media marketing efforts. He appointed Elliot Bien and Denise Bashline to the committee. Robert objected to placing the board's focus on fundraising when it is an arm of the government, and expressed concern that the community will be hesitant to donate to such an entity. Alexandria suggested that not only must the law library become more relevant to the community, but we must do a more effective job of building awareness of our presence and purpose in the community. Denise discussed funding that the Canal received from a private entity, and suggested that the Law Library might be able to position itself to receive some of the private funding that is available in the community. Denise also suggested the possibility of creating a meaningful internship for paralegals at the Law Library as part of the process to develop awareness of the Law Library as well as to assist with the staffing needs of the Law Library.

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

There were no additional items suggested for the March Agenda.

8. Adjournment

All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Denise seconded. The meeting was adjourned at 6:40 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, March 21, 2016, at 5:15 p.m.

Respectfully submitted,

Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary

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