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, May 19, 2014, at 5:15 p.m.

Present:  Steven Schoonover, Marta Osterloh, Sam Ware, Alexandria Quam, Bob Begley, Elliot Bien and Jason Voelker, Ex-Officio Secretary.

Absent:  Ben Gale.

Call to Order

Steven Schoonover determined that there were sufficient members to constitute a quorum, convened the meeting at 5:17 p.m., and thereafter presided.

1. Approval of March Minutes

Draft minutes of the April meeting were distributed and reviewed. Jason noted two changes he made to the minutes – the meeting date was changed from “April 21, 2014” to “May 19, 2014”, and a reference to “Ali” was changed to “Alexandria” on page 4, item 6.1. Sam moved to approve the minutes as amended. Alexandria seconded. The motion was approved 6-0, with Ben abstaining because he was not present.

2. Open Forum

In addressing the Board, Bill Hale stated that he is continuing his work on a “Friends of the Library Group,” but that he had no new developments to share. Referencing a transcript Bill provided the Trustees concerning Chief Justice Cantil-Sakauye’s comments concerning Law Libraries, Elliot asked Bill where he recorded the Chief Justice’s remarks. Bill stated that he recorded the speech while the Chief Justice spoke at the Board of Supervisors’ Chamber inside the Marin County Civic Center.

3. Financial Report

3.1 April’s Fiscal Report:

Jason presented the Library’s Financial Statement. The unrestricted fund balance as of April 30, 2014 was $19,934.41. The income from Court filing fees
was $15,321.18, $2,064.29 below that of May 2013. The Unrestricted Fund Balance on May 19, 2014 was $32,909.26, including the May filing fee deposit.

With regard to the monthly filing fee income that the Library transfers each month for dispute resolution, Jason explained that the Library’s wire transfer is split among three resolution service providers – County Mediation Services, Northern California Mediation Center, and Marin Fair Housing. In responding to Sam’s inquiry regarding why the Library was responsible for transferring these funds and under what authority we are required to do so, Steven stated that his independent research revealed that the authority for providing ADR funds is contained within the government code. (Gov. Code § 68085.3(b)(2).)

3.2 May Warrants

In presenting May’s Schedule of Warrants, Jason informed the Trustees that the Library apparently made an overpayment to CEB several years previously and was therefore entitled to a $1,073.08 credit. Jason suggested applying the credit to May’s invoice to offset the total amount owed. Motion by Marta, seconded by Steve, that all warrants on the schedule should be paid as listed. Motion approved 6-0, with Ben abstaining as he was not present.

4. Librarian’s Report

4.1 Discuss Current Contract with Lucas Photocopy Services

In addressing the Board, Jason expressed concern about the Library’s contract with Lucas Photocopy services. He stated that our current photocopy equipment is obsolete and that we appear to be paying too much under the terms of our lease. In exploring a better option, Jason sought a competitive quote from Ray Morgan Company who expressed interest in buying-out our lease with Lucas. However, when Lucas became aware of our desire to find a new vendor, they opted to provide the Library with brand new photocopy machines and to reduce our monthly payments by $100 a month. They also agreed to waive the $450 set-up fee when transferring the equipment to 20 San Pedro so long as the new contract is executed by the end of May.

Sam stated that he liked the cost savings component of the new contract, but inquired into whether the Library could obtain a state-of-the-art vending system that could provide copy cards for both the printers and photocopy machines. Jason stated that he explored this option, but that the cost for an integrated vending system exceeded the Library’s budget. So while the Library’s current copy-card system can be used on the new photocopy machines, they are not compatible with the Library’s printers and we would not have a fully integrated system until the Library purchases new copy card machines which cost approximately $2,000 a piece. In responding to Sam’s question as to whether the
new contract would allow the Library to upgrade to a full, integrated system in the future, Jason responded in the affirmative.

Recognizing that the current offer was open until the end of May, Elliot moved to allow Jason to sign the contract with Lucas subject to the approval of the Board at its next regularly scheduled meeting. The Motion was seconded by Marta. Motion approved 6-0, with Ben abstaining as he was not present.

5. Old Business

5.1 Amend Article 6, section 1 of the Bylaws: Reschedule Regular Date and Time

The Trustees discussed amending the Bylaws to reschedule their regularly scheduled meeting time. After discussion, a motion was made by Elliot, seconded by Sam, to amend Article 6, section 1 of the Bylaws to reschedule the Board’s regular meeting to the third Monday of the month at 5:15 p.m. The motion was approved 6-0, with Ben Gale abstaining as he was not present. Jason was directed to amend the Bylaws accordingly.

6. New Business

6.1 Library Services: Document Retrieval, Continuing Education, Notary Services, and Credit Card Vendors.

Addressing Library services, the Trustees discussed implementation of a pricing schedule for document retrieval services. Jason circulated a Riverside County Law Library Document Delivery Request Form that contained a pricing schedule for document delivery services provided in Riverside County. Marta stated that Riverside is a lower-income county and that their fee schedule appeared fairly reasonable, costing $10 per request with an additional charge of $1 per page. Although $10 per request appeared reasonable, the Trustees expressed concern for self-represented litigants who would be unable to afford this service. Instead of lowering the price, Alexandria suggested that the Library provide either a reduced fee or free service for those litigants who were granted in forma pauperis status by the courts. Bob like this idea and agreed that it should be incorporated within the Library’s model.

As for the process of accepting remote payments for document retrieval services, Bob stated that Square Reader technology should be considered as it is relatively inexpensive and can turn an iPad or other handheld tablet into a mobile point of sale. Jason agreed, stating that he liked Square technology because its pricing is simple: one flat rate per swipe, no monthly fees, no commitments, and no surprises. The Board agreed that further discussion concerning document retrieval and credit card vendors should be tabled pending the Library’s securing of a credit card account system, which Jason is currently working on with the County Treasure’s Office.
Thereafter the Trustees discussed amending the Library’s fee schedule and to include notary services and continuing legal education as a service provided at the Law Library. After tabling discussion concerning notary services, Bob moved to amend the services schedule to include proctored testing at $10 per exam and MCLE at $5 per unit. Marta seconded. Motion approved 6-0, with Ben Gale abstaining as he was not present.

7. Adjournment

All business before the Board having been considered, the meeting was adjourned at 6:29 p.m. The next Marin County Law Library Board of Trustees meeting is Monday, June 16, 2014 at 5:15 p.m.

Respectfully submitted,

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Ben Gale, Chair         Jason Voelker, Ex-Officio Secretary