# 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, November 16, 2015, at 5:15 p.m.

*ACTING LIBRARY DIRECTOR:*
Laurie Vaala-Olsen

COUNTY OF MARIN

*BOARD OF TRUSTEES:*
Steven Schoonover, Esq.
President

Sam Ware, Esq.
Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Trudy Verzosa, Esq.
Denise Bashline

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

Also Present: Bill Hale and Stephanie Harcourt

Call to Order

Steven Schoonover called the meeting to order at 5:20 p.m., and thereafter presided. He thanked Sam Ware for presiding over the October 19, 2015 board meeting.

1. Approval of the Minutes

1.1 The August 24, 2015 Minutes were circulated and reviewed. Bill Hale requested that the last word of the second paragraph after the Call To Order be changed from resolved to perfected. Alexandria moved that the August 24 Minutes be approved as amended. Denise seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention.

1.2 The Board was unable to approve the September 21, 2015 Minutes because there were not enough trustees present who had attended the meeting to form a quorum. They will have to be approved at the December Board Meeting.

1.3 The October 19, 2015 Minutes were circulated and reviewed. Alexandria pointed out that she was present at the meeting but not listed as present, and requested that the Minutes be corrected. Elliot Bien requested that the phrase "is so low" in line 6 of the second paragraph under item 5.1, Review and Discuss Analysis to Increase Staff Pay By Reducing Law Library Hours of Operation, be changed to "hours are so high". Sam moved that the October 19 Minutes be approved as amended, and Elliot seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention.

2. Open Forum

Stephanie Harcourt suggested that the Law Library put up a sign requesting donations.

Bill Hale stated that he sees funding as a primary goal of the Law Library. He would like the Supervisors to appoint someone who is knowledgeable about fundraising the next time they make an appointment to the board.

Sam Ware suggested that it might be prudent to designate a subcommittee to focus on fundraising. Denise volunteered to be part of a fundraising subcommittee.

3. Financial Report

3.1 October 2015 Fiscal Report

Laurie presented the October Fiscal Statement. The Unrestricted Fund Balance as of November 12 was $58,492.89. The Law Library's revenue is $3,230 ahead of the projected budget. Expenses are $7,383 under projections, which is partly due to the fact that some accounts are paid quarterly, such as insurance, and other accounts have various payment schedules, such as legal publications. Sam stated that the November Filing Fee Revenue was not included on the Filing Fee Grid, and requested that the current month's revenue be included on future reports.

3.2 Warrants

Laurie presented the November Warrants. There was an extended discussion regarding the Inland warrant. Invoices received from Inland in August and September were very low, so the Law Library paid Inland the amount stated in the invoices. Members of the board said they did not recall that they made such a decision. Laurie stated the board made that decision as she would not have made such a decision independent of the board. Steven thought it was unnecessary to send the standard letter since the amounts were so low that we were paying the invoice amounts. However, the October invoice, which we received in November, was quite high so the board decided to continue with the payment scheme that had been established by Sam last January 2015. Sam also questioned the reason for such a high number of color copies, which are expensive. He will review the data from the meter reads with Laurie before the bill is paid. There was also discussion regarding the $2,362.50 invoice received from SPTJ for consulting work. Laurie stated this was for extensive work performed by SPTJ to rid several computers of a virus, change the amount charged for color prints from 15 cents per page to 50 cents per page, which had to be coordinated with High Tech, and for additional work related to issues with the performance of Drive Vaccine. Sam requested to see the invoice with detailed descriptions for the charges. The board decided to pay only $135 of the consulting work fee at this time. Sam moved to approve the warrants with the board's changes, including payment up to $173.16 to Inland following application of the usual formula for calculating payments to Inland as described in the standard letter for those payments, and a partial payment of $135 to SPTJ for consulting work. Alexandria seconded. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

4. Librarian's Report

Patron Support Letter
We now have a form letter that patrons can use to express their appreciation for the Law Library and describe how it has helped them. It is displayed at the front desk.

Law Library Index to Publications
The Law Library has an updated and revised index to current publications that has been posted on our website. Patrons will be able to search on it for the publication they seek.

Recent Changes at the Law Library
Computers – Patrons must now sign-up at the front desk in order to use the Law Library's public access computers. Signs have been posted at each public access computer terminal. This has resulted in patrons no longer sitting at computer terminals all day long, but only when actively using the computer.

Charges for Color Copies – I recently discovered that the charge card readers at the computer terminals were deducting only 15 cents per page for color copies made on the Xerox 7225 copier. This has been corrected so that patrons are now charged 50 centers per page for color copies.

Mills Law Library
Mills Law Library, a private law library in San Francisco, will be closing at the end of November and giving away its collection. Members will have priority selecting books, but I visited Mills and created a five page list of publications that we could use, which I submitted to Jacob Koff, Law Library Director. Kelly and I will return to Mills on November 30 to box up the books that we receive. Steven and I will return on December 1 to transport the boxes to our Law Library.

5. Unfinished Business

5.1 Review and Discuss Analysis to Increase Staff Pay by Reducing Law Library Hours of Operation

Laurie referred board members to the documents attached to the agenda packet; Trudy's MCLL Salary Analysis regarding reducing hours of operation by 8.5 hours per week, and three pages of data, graphs and charts regarding a survey of library use by patrons over a one and one half month period. Laurie also distributed a list of Bay Area Law Libraries and their operating hours and a one-paragraph memorandum regarding recommendations for reduced hours. Following discussion by the board, it was decided that an additional option for reducing law library hours of operation should be provided. The additional option reduces hours of operation by a total of 8.5 hours, with a revised schedule of Monday through Friday, 8:30 a.m. to 4:00 p.m. and Tuesday, Wednesday, Thursday, 8:30 to 7:00 p.m. The additional option will be called Option 1, and Laurie's recommendation will be called Option 2. Laurie will attach both options to the December Agenda Packet for the board to vote on at the December meeting. The change will not take effect until January 2, 2016 to allow time for providing plenty of notice to Law Library patrons.

5.2 Discuss Current Law Library Employment Policy (Adopted in 2003) and Consider Revisions to Eliminate Some Benefits; Retain Existing Policy or Approve Adoption of Revised Employment Policy

There was discussion about the existing employment policy, including concerns that it might be wise to consult an employment law attorney regarding the Law Library's employment policy prior to making the final revisions and adopting it. Steven emphasized that the Law Library is a Special District Agency and separate from the County; the County simply provides payroll services and manages the Law Library's financial account. It does not dictate our policies. No decision was made; the board wants to obtain further information from the County.

5.3 Discuss and Approve Resolution Adopting CAL-Card Aggregate Spending Limit Amount and Single Purchase Not to Exceed Amount for Law Library Petty Cash Fund

Following discussion regarding the County's Cal-Card program and how best to implement it for the Law Library, Elliot moved that the board approve Resolution 2015-6, with $250 as the single purchase limit and $1,000 as the aggregate monthly purchase limit. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.4 Approve Resolution to Implement Mandatory Sick Leave Policy

Tabled until December meeting.

6. New Business

6.1 Review Projected Budget 2015-16FY that was Approved in February 2015; Discuss and Approve Resolution for Revisions to Projected Budget for 2015-16 FY

Tabled until December meeting.

6.2 Review and Discuss Increasing Charges to Patrons for the Following Services:

6.2.1 Photocopies: Increase Charge for Black and White Copies from 15 cents per copy to 20 cents per copy

Laurie directed the trustees' attention to the survey of charges for black and white photocopies by Bay Area Law Libraries, which was attached to the agenda packet. All of the eight law libraries in the surrounding Bay Area that were surveyed charge 20 to 25 cents per page. Sam moved to increase the charge for black and white images from 15 cents per page to 20 cents per page. Elliot seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

At this point Sam Ware left the meeting.

6.2.2 Conference Room Rental

Laurie again directed the trustees' attention to the survey of conference room rental rates charged by Bay Area Law Libraries, which was attached to the agenda packet. The average daily rental rate of the eight counties surveyed is $140. There was concern expressed that raising the rate too high might discourage use of the conference room. After some discussion, Elliot moved to increase the Law Library's daily conference room rental fee from $120 per day to $150 per day. Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

6.3 Discuss Purchase of New MCLE CDs for Rental to Attorneys

This item was tabled until the December meeting.

7. Adjournment

All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Elliot seconded. The meeting was adjourned at 7:23 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, December 21, 2015, at 5:15 p.m.

Respectfully submitted,

Steven Schoonover, President

Laurie Vaala-Olsen, Acting Secretary