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, October 20, 2014, at 5:15 p.m.

present:
Ben Gale, Steven Schoonover, Sam Ware, Alexandria Quam, Bob Begley, Elliot Bien and Jason Voelker, Ex-Officio Secretary.

Absent:
None.

Also in Attendance: Kim Turner, and Sheila Lichtblau.

Call to Order
Ben called the meeting to order at 5:25 p.m., and thereafter presided.

1. Approval of September Minutes

September's Minutes were circulated and reviewed. Bob moved to adopt September's Minutes as written. Alexandria seconded. The motion was approved 6-0.

2. Open Forum

In addressing the Board, Bill suggested the Law Library bring Justice O'Connor to the area in relation to her civics instruction endeavors as a way to generate funds for the library. He also requested that the names of the Marin County Judges in the photograph hanging outside the Director's Office be placed on the photograph. This will not be done as the Judges do not want their names listed on the photograph. He further requested that the Law Library plan for a nonlawyer to be appointed to the Board of Trustees. He was advised to take the matter to the Marin County Board of Supervisors, who have the authority to appoint directors from the community.
3. **Financial Report**

3.1 **September’s Fiscal Report:**

Jason presented the Library's Financial Statement. The unrestricted fund balance as of September 30, 2014 was $37,649.29. The income from Court filing fees was $16,074.18. The Unrestricted Fund Balance on October 20, 2014 was $32,548.51, including the October filing fee deposit.

Jason stated that an August Fiscal Report was not printed because the internet was down during the Law Library’s relocation. Sam requested that the August Fiscal Report be printed out and placed in the Law Library’s archives. This will be done.

3.2 **October Warrants**

The Board reviewed a schedule of warrants for payment in October. It was moved by Alexandria, and seconded by Elliot, that all warrants on the schedule be paid as listed. The motion was approved 6-0.

4. **Librarian’s Report:**

4.1 **Discuss meeting with County Administrator**

Ben stated that this item would be tabled to allow enough time for discussion of another item on the agenda.

4.2 **Discuss Meeting with MCBA, Superior Court and Self-Help Center**

Ben announced that this item would also be tabled.

5. **Old Business**

5.1 **Adopt Law Library Strategic Plan**

Ben distributed copies of the Strategic Plan with his proposed changes for the Board’s review. The matter was then tabled until a later time.

5.2 **Create Law Library Membership Program**

Ben tabled this item for discussion at a later date.

Kim Turner and Sheila Lichtblau joined the meeting at this point.

6. **New Business**
6.1 **Appropriate $18,856.30 in Community Service Funds, ADR Backfill Funds, and Unallocated Funds for Library Operating Expenses**

Jason informed the Board that the $18,856.30 is comprised of $4,085 in Community Service Funds received from the Marin County Board of Supervisors pursuant to a Grant proposal, $9,527 in Alternative Dispute Resolution funds that were owed to ADR by the Law Library, but the County Administrator agreed it would be detrimental to the Law Library Budget if the funds were returned to ADR so he agreed to allow the Law Library to keep the funds, and $5,234.30 in Unallocated Funds that originally were made a part of the Law Library’s Reserve Account, but were never appropriated, so they must be appropriated in order for the Law Library to have access to them. Steven moved, and Alexandria seconded, to appropriate $18,856.30 in Unallocated Funds to the Law Library’s Operating Funds. The motion was approved 6-0.

6.2 **Delete G/L Account 52201 10 and Appropriate $5,490 for Operating Expenses**

Jason reported that County Administrator Matthew Hymel said the County has not in the past, and is not planning to, charge the Law Library for the expense of the bookkeeping and payroll services that County Staff provide to the Law Library. Steven moved, and Alexandria seconded, that the Law Library delete General Ledger Account Number 52201 10 and appropriate $5,490 for Library operating expenses. The motion was passed 6-0.

6.3 **Discuss Law Library Operating Hours**

Ben tabled discussion of this item.

6.4 **Book Alarm System**

Jason reported that the Law Library has two old book gates, only one of which works. He stated that newer book gate systems cost approximately $3,000, but are more functional in that they extend all the way to the wall on both sides of the gate. The other alternative would be to purchase Wi-Fi video cameras, which would cost approximately $500. Discussion ensued regarding the relative merits of each system. The Board decided to put up the old book gates for now.

6.5 **Establish Fee Schedule for Conference Room Amenities**

Jason stated that there has not been an increase in the existing $15 per hour and $60 per day rate for rental of the Law Library conference room in many years.
He suggested raising the rental rate to $30 per hour and $120 for a full day. Following discussion regarding who typically uses the conference room, and insuring that there is an allowance for non-profits to use the room free of charge pursuant to an application process similar to that used by the Courts, with the details to be determined later, the Board decided that rental rates for the conference room would be a matter of Law Library policy. Therefore, no motion for a Board resolution was necessary.

7. **Closed Session** (Gov. Code SS 54950-54963):

   7.1 **Public Employment, Title: Law Library Director**

   7.2 **Reconvene Open Session: Announce Action Taken in Closed Session, if Any**

Ben announced that there was nothing to report following the Closed Session.

8. **Adjournment**

All business before the Board having been considered, the meeting was adjourned at 7:20 p.m. The next Marin County Law Library Board of Trustees Meeting will be on Monday, October 20, 2014 at 5:15 p.m.

Respectfully submitted,

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Benjamin Gale, Chair                                             Laurie Vaala-Olsen, Acting Secretary