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, September 21, 2015, at 5:15 p.m.

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

Also Present: Bill Hale

Call to Order

Steven Schoonover called the meeting to order at 5:25 p.m., and thereafter presided.

Elliot Bien introduced himself and stated that he was distributing a document dated September 21, 2015, which he had just received from Bill Hale.

1. Approval of the Minutes

1.1 The August 24, 2015 Minutes were circulated and reviewed. However, the board was unable to approve the minutes because they were short one person for a quorum. Sam Ware and Robert Begley had to abstain from voting because they did not attend the August 2015 board meeting. The Minutes will be approved at the October board meeting.

2. Open Forum

Bill Hale demanded that the board make available to Trudy Verzosa and Denise Bashline, the newest members of the board, the Closed Session Minutes from earlier board meetings (2014-15 Fiscal Year).

3. Financial Report

3.1 August 2015 Fiscal Report

Laurie pointed out that there was an error in the July 2015 Fiscal Report; it said July 2016 when it should have said July 2015.
The Unrestricted Fund Balance on August 1, 2015 was $44,784.61. Filing fee revenue received in August was $15,889.45. The Unrestricted Fund Balance on August 31, 2015 was $51,335.76. Current Unrestricted Fund Balance is $53,239.37. We were slightly ahead of what we anticipated. The current unrestricted fund balance reflects the $16,180 that was transferred from the Law Library’s General Operating Fund to the Collections Upkeep line item account to pay for the extra month of 2014-2015 fiscal year expenses for legal publications. There was a discussion regarding the amount budgeted for telephone and internet, because the actual expenses are and will continue to be greater than what was budgeted. Laurie pointed out that the $1,075 that was expensed in the Office Supplies budget was for installation of the used security gate.

3.2 Warrants

Laurie presented the September Warrants. She recommended not paying the Ingram invoice until the account gets straightened out. Sam moved to approve the warrants as amended, excluding the Ingram Invoice. Robert seconded. The motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

4. Librarian’s Report

4.1 Discuss Recommendations to Revise Projected Annual Budget FY 2015/2016

This item was tabled until the October board meeting.

4.2 Discuss CCCLL Fall Meeting

Laurie requested the board’s authorization to attend the CCCLL Fall Business Meeting in Fresno on October 16. She presented an estimate of $500 for the related expenses. Elliot moved, and Bob seconded, that the board approve Laurie’s attendance at the Fall meeting. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

4.3 Discuss Inland Request to Automate Reporting Monthly Meter Readings

Sam moved to approve Inland’s installation of an app to take automatic meter readings of the copiers and printers. Elliot seconded. The motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

5. Unfinished Business

5.1 Discuss and Approve Annual Report to Board of Supervisors

The board thanked Laurie for an impressive draft Annual Report for Fiscal Year 2014-2015. Robert suggested revising the conclusion to emphasize the 33 percent decline in revenues that the Law Library has experienced over the past five years while our expenses have increased annually at the rate of approximately 7 percent over that same period of time. He thought the conclusion should include a prediction of the date we expect the Law Library to cease operating unless we receive some financial support from the County. The board
agreed with Robert. Steven pointed out that his term is incorrect; it runs from January 1, 2015 through December 31, 2015. The report is due by October 15, which is before the next board meeting. Elliot moved to approve the Annual Report with modifications including Robert’s suggested conclusion, which Robert and Laurie will work together to finalize, and a few editorial revisions provided by Steven. Sam seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

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

Laurie presented Trudy’s MCLL Salary Analysis, which provides calculations for reduced Law Library hours of operation and how the resulting savings could be used to increase pay for the Staff and Acting Director. One scenario would be to cut 8.5 hours of operation per week, for example closing the Law Library on Fridays, and apply the savings to increase the hourly wages. Essentially, this means employees would be paid the same amount of money for working fewer hours per week at a higher rate of pay. This would not raise the total annual income of Law Library employees. Steven suggested that board members consider what other options might be available to effect an increase in pay and take up the matter again next month.

6. New Business

6.1 Review and Discuss Current Law Library Employment Policy and Possible Revisions to Clarify Its Application

Laurie will review the Law Library’s Employment Policy and underline the sections that do not apply to the current employment situation, which the board will then review and discuss at next month’s meeting. Elliot suggested contacting the County Counsel to see if there is anything missing from our employment policy that should be included in it. Steven will check with the County Counsel about this. Laurie will check with Human Resources regarding the distinction between Regular Hire and Extra Hire employees.

6.2 Review and Approve Funds to Proceed with Development of Online Card Catalog System

Laurie briefly reported on the various online card catalog options for a law library that is our size that are within our budget. Last summer, Jason assigned this project to law library intern Tim Allison to research and analyze. Tim recommended the OPALS card catalog system. The cost would be $1,000 the first year, and $700 annually thereafter. At that time, the board expressed support to proceed with looking into the OPALS system. The inventory list that we currently have is a static listing in an Excel spreadsheet. The board decided that an online card catalog system is not a priority at the present time, given the other demands on our limited budget. They requested that Laurie upload the current Excel spreadsheet list to the Law Library’s website so patrons could search for publications on it.
6.3 Discuss Acting Director's Request to Attend CCCLL Fall Meeting and Approve Funds for Attendance at Meeting

This topic was discussed under agenda item 4.2

The board then convened in closed session.

7. **Closed Session: (Gov Code §§ 54950 - 54963)**
   7.1 Public Employee Performance Evaluation
   California Government Code § 54957(b)(1)
   Title: Acting Law Library Director

   7.2 Reconvene Open Session: (California Gov. Code § 54957.1(a)(5)
   Announce Action Taken in Closed Session, if Any
   Public Employee Performance Evaluation
   Title: Acting Law Library Director

   The board reconvened at 7:22 p.m. Steven stated that there was nothing to report.

8. **Adjournment**

All business before the Board having been considered, Robert moved to adjourn the meeting, and Sam seconded. The meeting was adjourned at 7:24 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, October 19, 2015, at 5:15 p.m.

Respectfully submitted,

Steven Schoonover, President

Laurie Vaala-Olsen, Acting Secretary