

**Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees**

Tuesday, February 27, 2018 at 5:15 p.m.

Marin County Law Library
20 North San Pedro Road, Suite 2007
San Rafael, CA 94903

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 January 2018
2. Open Forum: Opportunity for Comments from Public
3. Financial Report
 - 3.1 January 2018 Fiscal Report
 - 3.2 February 2018 Warrants
4. Librarian's Report
5. Reports of Special Committees
 - 5.1 Report from Lawyers in the Library Committee Chairperson
 - 5.2 Report from Outreach Committee Chairperson
 - 5.3 Report from Personnel and Benefits Committee Chairperson
 - 5.4 Report from Patron/Technology Standards Committee Chairperson

* This meeting may be recorded as authorized by the Government Code

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting.

A complete packet of information containing reports and exhibits related to each item is available for public review at least 72 hours prior to the meeting or, in the event that it is delivered to the Law Library Trustees less than 72 hours prior to a meeting, as soon as it is so delivered. The packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

6. Old Business

- 6.1 **Discussion and Action Item:** Discuss and Approve Budget for Appreciation Event for Lawyers in the Library Attorney Volunteers
- 6.2 **Discussion and Action Item:** Discuss and Approve Procurement Policy
- 6.3 **Discussion and Action Item:** Review, Discuss and Approve Marin County Law Library 2018-2020 Boards and Commissions Report to County of Marin
- 6.4 **Discussion and Action Item:** Discuss and Approve Date for Special Meeting to Prepare Law Library Five Year Strategic Plan
- 6.5 **Discussion and Action Item:** Discuss and Approve MCLL Acquisitions Wish List to be Posted on Law Library Website
- 6.6 **Discussion and Action Item:** Discuss Friends of Marin County Public Law Library Fundraising Efforts

7. New Business

- 7.1 **Discussion and Action Item:** Discuss and Approve Purchase of Associate Membership in Marin County Bar Association for Law Library Director
- 7.2 **Discussion and Action Item:** Discuss and Approve Changes to Marin County Law Library Bylaws

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

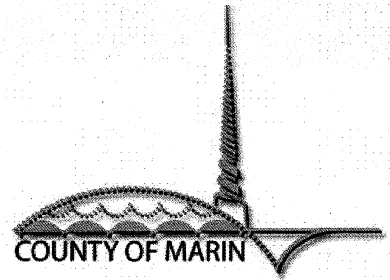
9. Adjournment

The next board meeting will be held on Tuesday, March 20, 2018 at 5:15 p.m.

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting.

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Regular Meeting of the Board of Law Library Trustees of Marin County



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

A California Independent Public Agency Under
Business & Professions Code Section 6300 et seq.

Tuesday, January 16, 2018 at 5:15 p.m.

BOARD OF TRUSTEES:
Sam Ware, Esq., President
Jonathan Frieman, J.D., Vice President
Denise Bashline
Tracy Barrett, Esq.
Donald Drummond, Esq.
Emily Vance, Esq.
Kristine Fowler Cirby, Esq.

Present: Sam Ware, Jonathan Frieman, Denise Bashline, Emily Vance, Donald Drummond, Kristine Fowler Cirby, Tracy Barrett, and Laurie Vaala-Olsen, Ex Officio Secretary

Also Present: Jackie Grossman, Bill Hale, Steven Schoonover, Delos Putz, and Moti Zainalizadeh

Call to Order

President Sam Ware called the meeting to order at 5:17 p.m. and thereafter presided.

1. Approval of Minutes

Denise Bashline requested that the December 2017 Minutes be amended as follows: Add "in cash" between "bonuses" and "because" and add "but suggested a day off in lieu of cash payments" after "finances" in the second to last sentence of item 7.1.

Jackie Grossman stated that she was not present at the December 12, 2017 Board meeting, so her name should be removed from the Minutes.

Donald Drummond moved to approve the December 2017 Minutes as amended, seconded by Denise Bashline. Motion passed with 5 Ayes, 0 Noes and 1 Abstention because Kristine Cirby was not at the December meeting.

2. Open Forum

Steven Schoonover raised a concern that we are not keeping current on the annual updates for California Forms of Pleading and Practice; it was last updated in July 2016. He stated that it is a fundamental publication in a law library, a good resource for self-represented litigants, and widely used. Sam stated that seasoned law librarians have suggested that it would be sufficient to update the publication every 3 years. Donald suggested we post on our website the publications that the Law Library would like to subscribe to but cannot afford and request support from the community for funds to make these purchases.

Moti Zainalizadeh complained that she was not being treated fairly by the Law Library Staff or by the people managing the Lawyers in the Library clinic. Sam requested

that Ms. Zainalizadeh submit a written grievance to the Law Library to be addressed by the Board of Trustees at a future board meeting.

3. Financial Report

3.1 December 2017 Fiscal Report

Laurie presented the December 2017 Fiscal Statement, stating that there is only one revenue entry because filing fee income was the only revenue item that had been posted to the Law Library's Fund prior to the January 2018 board meeting. Sam requested that Laurie prepare a revised December 2017 Fiscal Statement to be attached to the February 2018 agenda packet.

3.2 January 2018 Warrants

Laurie presented the January 2018 Warrants. She pointed out that the fees on the invoice from SPTJ are excessive and require further analysis prior to payment, so she recommended paying only the monthly maintenance fee of \$135. Kristine offered to assist with analysis of the fees. In addition, the amount due to Staples is incorrect and should be \$5.77 instead of \$58.41. Kristine moved to approve payment of the Warrants as presented, except to pay \$135 to SPTJ and \$5.77 to Staples. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

Laurie reported that Steve Feller, the new law library assistant/reference librarian, started on January 9, 2018. He is a great addition to the staff with his extensive reference and research knowledge. Laurie reminded the trustees that she will be taking vacation on February 2, 2018 and February 5, 2018.

5. Reports of Special Committees

5.1 Lawyers in the Library

Emily reported that the last Lawyers in the Library clinic was very well attended; we regularly get more people than we can serve. She proposed a \$250 budget for the Appreciation Event for the Lawyers in the Library attorney volunteers, noting that some food items will be donated by local merchants. Laurie reported that our Hartford Insurance agent stated that the Law Library's current policy is not eligible for an endorsement to include liquor liability coverage and that we would have to apply for such coverage from one of Hartford's Excess-Surplus lines brokers. We can expect the policy premium for a one-day event to be in the range of \$750 to \$2,000 or higher, depending on the number of guests attending. Laurie further reported that contact lists have been created for Lawyers in the Library volunteer attorneys and MCBA member attorneys. In addition, an expanded contact list for attorneys residing in Marin County who may work in other locales, which is being checked against the California State Bar Member List, is in the works. The trustees decided to postpone the Appreciation Event until April 23, 2018 to provide sufficient time to check into an insurance endorsement for serving beer and wine. Donald moved that we reschedule the Appreciate Event to April 23, 2018; Emily seconded. Motion passed with 7 Ayes, 0 Noes, 0 Abstentions.

5.2 Outreach

Jonathan pointed out that the Friends of the Marin County Public Law Library group separates the fundraising efforts from the operational aspects of the Law Library. He discussed the accomplishments of Fundraising Consultant Branden Barber, referencing the goals enumerated in the Law Library's Boards and Commissions Report for Fiscal Year 2016-2018 and the Scope of Work Document dated August 30, 2017. Jonathan also referenced Mr. Barber's Law Library Interim Development Report dated December 26, 2017, stating that there are 15.3 hours remaining on the existing contract. Delos Putz asked if the Law Library had funded the creation of the Friends Group. It did not; Jonathan put up the seed money to start the Friends Group. Fundraising efforts will focus on donors outside as well as within the legal community.

5.3 Personnel and Benefits

Tracy reported that setting up payment processing for the Kaiser Health Care Coverage has been incredibly tedious and time-consuming for Laurie; however, the final steps to establishing a workable system are nearing completion. Sam added that Payroll and Benefits Processing is expected to be transferred from the County to an independent payroll services provider in April 2018.

6. Old Business

6.1 Discuss and Approve Budget for Appreciation Event for Lawyers in the Library Attorney Volunteers – Tabled until February 2018 Board Meeting.

6.2 Discuss and Approve Procurement Policy.

Donald presented a draft procurement policy. He invited input from board members and suggested that he and Laurie schedule a meeting to refine the policy and present it again next month.

7. New Business

7.1 Discuss Friends of Marin County Public Law Library Fundraising Efforts – See Outreach Committee Report in item 5.2.

7.2 Discuss Patron and Technology Issues and Rules, Review Law Library Patron Rules of Conduct and Approve Revisions if Necessary.

Sam stated that the trustees need to give Law Library Staff the authority and support to limit the amount of time spent assisting patrons. There are two primary areas of concern; 1) unpleasant behavior by patrons, and 2) demands for inordinate amounts of staff time to train patrons on the use of the computer. Sam's review of policies and procedures in other Law Libraries revealed that they do not provide elementary tutoring on computers. Kris Cirby volunteered to be on a committee to review these rules, which will be called the Patron/Technology Standards Committee. Donald and Sam will join Kristine on the committee and will draft a new policy for the board to review next month.

7.3 Review and Discuss Preparation of Marin County Law Library 2018-2020 Boards and Commissions Report to County of Marin.

Laurie stated that the Board of Trustees must submit a biennial report to the County of Marin to reflect on the Law Library's accomplishments for the 2016-2018 year period and set goals for the 2018-2020 year period. Jonathan volunteered to work with Laurie on the report. Sam requested that board members submit their comments and suggestions to Laurie within two weeks.

7.4 Discuss and Approve Date for Special Meeting to Prepare Law Library Five Year Strategic Plan.

Kristine said that organizations usually hire an outside entity to facilitate preparation of a Strategic Plan. One Justice out of San Francisco might be able to provide this service to the Law Library. Jonathan will check with them.

7.5 Discuss Purchase of West California Law & Motion Model Forms for One Year.

Donald volunteered to purchase this publication for the Law Library for \$284.80. Laurie will recognize this donation on the Law Library's website and Tracy will put it on the Law Library's Facebook page. Donald also plans to initiate a campaign to raise money for the Law Library to purchase annual updates for California Forms of Pleading and Practice.

7.6 Discuss and Approve Renewal of Ad for Rental of Conference Room in MCBA Directory.

Jonathan moved, and Donald seconded, that we renew our ad in the 2018 MCBA Directory. Motion failed with 3 Ayes, 4 Noes and 0 Abstentions.

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

- a. Discuss and approve creation of a wish list for Law Library acquisitions.
- b. Discuss and approve potential changes in procedures to Lawyers in the Library program.
- c. Revisit budget for Lawyers in the Library.
- d. Add a committee report (5.4) for Patron/Technology Standards Committee.
- e. Put Bylaws on the agenda and send out timely notice for same.
- f. Discuss and approve scope of Five Year Strategic Plan and schedule date for planning meeting.

9. Adjournment

All relevant business having come before the board, Donald moved to adjourn the meeting and Tracy seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:47 p.m. The next board meeting will be held on Tuesday, February 20, 2018 at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

Marin County Law Library 2017/2018 FY

January 2018 and Year-To-Date (July 1, 2017 to January 31, 2018) Fiscal Statement*

Munis Object (G/L Acct. No.)	Account Description	Projected Budget July 1, 2017 to June 30, 2018	Projected Budget Monthly Basis	Actuals Jan. 1 - 31, 2018	Projected Budget July 1, 2017 to Jan. 31, 2018	Actuals July 1, 2017 through January 31, 2018*
<u>CREDITS</u>						
451970	Court Filing Fees	\$ 165,678.00	\$ 13,806.50	\$ 13,808.54	\$ 96,645.50	\$ 105,540.65
441115	Interest	\$ 326.00	\$ 27.17	\$ -	\$ 190.19	\$ 359.77
462650	Copy Cards	\$ 7,905.00	\$ 658.75	\$ 726.00	\$ 4,611.25	\$ 3,213.00
470410	Book Sales	\$ 32.00	\$ 2.67	\$ -	\$ 18.69	\$ 165.00
470330	Donations	\$ -	\$ -	\$ -	\$ -	\$ 60.00
462610	Proctoring	\$ 1,073.00	\$ 89.42	\$ 48.00	\$ 625.94	\$ 170 1/3
470110	Fax & Paper Sales	\$ 75.00	\$ 6.25	\$ 1.00	\$ 43.75	\$ 22.00
441215	Conference Room	\$ 2,768.00	\$ 230.67	\$ 120.00	\$ 1,614.69	\$ 1,550.00
461810	Other Income (MCLE, etc.)	\$ 1,302.00	\$ 108.50	\$ 12.58	\$ 759.50	\$ 757.12
480210	Transfers In	\$ 3,000.00			\$ -	\$ 3,000.00
Total Credits:		\$ 182,159.00	\$ 14,929.93	\$ 14,716.12	\$ 104,509.51	\$ 114,837.87
<i>Difference:</i>				\$ (213.81)		\$ 10,328.36
<u>DEBITS</u>						
<u>Staff Expenses</u>						
511110	Library Director	\$ 49,140.00	\$ 4,095.00	\$ 3,555.34	\$ 28,665.00	\$ 26,275.84
511220	Library Staff	\$ 27,245.00	\$ 2,270.42	\$ 2,191.13	\$ 15,892.94	\$ 13,403.61
511345	Holiday Pay			\$ -		\$ 405.00
512110	Retirement/Director	0.00	\$ -	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,400.00	366.67	\$ 404.56	\$ 2,200.02	\$ 2,560.64
515115	Medicare	\$ 1,150.00	\$ 81.47	\$ 94.62	\$ 488.82	\$ 598.87
513215	Health Benefits	\$ 1,908.00	\$ 159.00	\$ 778.66	\$ 954.00	\$ 2,034.32
514110	Workers Compensation	\$ 600.00	\$ 50.00	\$ -	\$ 300.00	\$ 347.48
515120	Unemployment	\$ 1,302.00	\$ 108.50	\$ -	\$ 651.00	\$ -
Subtotal:		\$ 85,745.00	\$ 7,131.06	\$ 7,024.31	\$ 49,151.78	\$ 45,625.76
<i>Difference:</i>				\$ 106.75		\$ 3,526.02
<u>Admin Expenses</u>						
521610	Insurance	\$ 3,720.00	\$ 310.00	\$ 580.00	\$ 2,170.00	\$ 4,106.16
522440	Postage/Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -
522410	Office Supplies	\$ 3,701.00	\$ 308.42	\$ 5.77	\$ 2,158.94	\$ 2,305.81
522410	Projects	\$ 16,500.00	\$ -	\$ -	\$ -	\$ 16,349.46
522930	Copy Machines	\$ 8,058.00	\$ 671.50	\$ -	\$ 4,700.50	
521310	Telephone & Internet	\$ 4,388.00	\$ 365.67	\$ 135.00	\$ 2,559.69	\$ 3,655.52
Subtotal:		\$ 36,367.00	\$ 1,655.59	\$ 720.77	\$ 11,589.13	\$ 26,416.95
<i>Difference:</i>				\$ 934.82		\$ (14,827.82)
<u>Legal Publications Collection</u>						
522310	Upkeep	\$ 63,000.00	\$ 5,250.00	\$ 5,111.39	\$ 36,750.00	\$ 39,639.94
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ 0.00
Subtotal:		\$ 63,000.00	\$ 5,250.00	\$ 5,111.39	\$ 36,750.00	\$ 39,639.94
<i>Difference:</i>				\$ 138.61		\$ (2,889.94)
Total Debits:		\$ 185,112.00	\$ 14,036.65	\$ 12,856.47	\$ 97,490.91	\$ 111,682.65
<i>Difference:</i>				\$ 1,180.18		\$ (14,191.74)
BALANCE:				January 1-31	July 1, 2017 - January 31, 2018	\$ 3,155.22
				\$ 1,859.65		

Unrestricted Fund Balance (as of 2/14/18): \$66,227

* Based on financial data available in Munis, including transactions not yet posted to Law Library account.

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
MONTH								
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	
ANNUAL TOTALS	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	117,612.93

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
JUL 2017 - JAN 2018 TOTALS	173,221.27	158,880.53	137,419.53	123,076.01	117,765.66	110,477.02	110,452.06	117,612.93

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. February revenue comes from December filings, etc.

Marin County Law Library

February 2018 WARRANTS

(Account Balance: 66,226.97)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 95.04	\$ 95.04
2	CEB	\$ 691.54	\$ 691.54
3	De Lage Landen	\$ 556.08	\$ 556.08
4	Kaiser	\$ 1,557.32	\$ 1,557.32
5	LexisNexis	\$ 3,049.86	\$ 3,049.86
6	PeopleG2	\$ 99.99	\$ 99.99
7(a)	SPTJ (Chien Liew Consulting) December 2017 Invoice Bal. Due	\$ 1,215.00	\$ -
7(b)	SPTJ (Chien Liew Consulting) January 2018 Invoice	\$ 337.50	\$ 337.50
8	State Fund	\$ 127.00	\$ 127.00
9	US Bank	\$ 274.33	\$ 274.33
10	Westlaw Next	\$ 1,969.08	\$ 1,969.08
11	West Publishing	\$ 1,020.27	\$ 1,020.27
	Totals:	\$ 10,993.01	\$ 9,778.01

Salaries: \$6,069.76

Total Expenses: \$15,847.77

Total Revenue Available:	\$ 66,226.97
Total Expenditures (proposed):	\$ 15,847.77
Remaining Cash Balance:	\$ 50,379.20

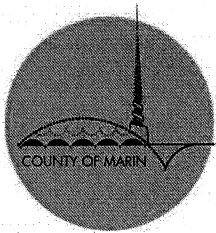
MARIN COUNTY LAW LIBRARY PROCUREMENT POLICY

The board of directors of the Marin County Law Library hereby establishes the following policy for procurement of goods and services. The Library is committed to fundamental policies of fairness, equality and transparency in connection with its transactions with vendors.

1. Fairness. All legitimate vendors will be given equal access to and an opportunity to conduct business with the Library. All requests for provision of goods or services, (excluding publications) of a value in excess of \$5,000.00 will be initiated by a Request for Proposal ("RFP") by the Library which will contain a basic description of the product or services required, all conditions, working environment requirements or limitations. At least two bids shall be required for any transaction exceeding the sum of \$5,000.00. Each bidder shall be required to submit complete information as requires as to licensing, qualifications and insurance.

2. Equality. The Library will not consider race, gender or religious background in its consideration of vendors.

3. Transparency. All transactions of the Library will be fully transparent. The board will keep the public fully advised of all costs, commissions, bids and other expenses to be incurred in connection with all vendors. All transactions over the sum of \$5,000.00 shall be evidenced by a written contract.



COUNTY ADMINISTRATOR'S OFFICE

2018-20 BUDGET

BOARDS AND COMMISSIONS BIENNIAL REPORT

Please note that this report should reflect accomplishments, goals, initiatives, etc. for the entire two year budget cycle (July 1, 2018 – June 30, 2020). The next time this report will be updated will be for the 2020-2022 budget cycle (July 1, 2020 – June 30, 2022).

Please fill out all sections. Click on the gray boxes where prompted to enter text. Any sections that are not applicable can be notated as "N/A".

- **Commission Name/Title**

Marin County Law Library Board of Trustees

- **Commission Purpose/Mandate**

The Marin County Law Library Board of Trustees shall maintain a law library and make and enforce all rules, regulations and by-laws necessary for the administration, governance and protection of the law library. The Board may also purchase books, journals, other publications and other personal property and may dispose of obsolete or duplicate books and other unneeded or unused property.

The Marin County Law Library serves the general public and legal professionals alike by providing patrons with access to legal information and resources in a variety of media, with research assistance, while maintaining a flexible and supportive presence that fosters the ends of community service and social justice.

- **Accomplishments for 2016-18 budget cycle (July 1, 2016 – June 30, 2018)**

Goal I: Successfully launched a Friends of the Marin County Public Law Library 501(c)(3) Nonprofit organization to support the Law Library.

Goal II: Continued our efforts to develop revenue streams for the Law Library to supplement the civil filing fee income, which comprises over 90% of the Law Library's Annual Budget.

Goal III: Developed and launched a new community service program called Lawyers in the Library in collaboration with the Marin County Bar Association to provide the public with free consultations with attorneys at bi-monthly clinics held at the Law Library. Participants in this program have increased the public's use of the Law Library such that self-represented litigants now comprise more than half of the Law Library's 4,000 annual patrons.

Goal IV: Purchased a subscription to CEB OnLaw, an online database of legal practice guides for the State of California, as well as a Family Law Resource Book with forms and

guidance for the public and attorneys alike.

Goal V: Replaced outdated staff and public access computers and printers with new equipment, software and security programs to enhance the resources available to attorneys and the public, thanks in part to a \$3,000 Community Service Grant from the County of Marin. Improved the Law Library's website for ease of use by the public.

- **Goals and Key Initiatives for 2018-20 budget cycle (July 1, 2018 – June 30, 2020)**

List the Board/Commission's most important goals (up to 5). These goals should be statements that reflect your highest priorities, which may or may not change over time.

Below each goal, list 1-5 key initiatives (activities) that the Board/Commission will be working on that will help make progress toward that particular goal. Typically, initiatives are discrete activities that can be achieved over the course of one or two years.

Goal #1: Work with Friends of the Marin County Law Library Group to develop financial support for the Law Library.

2018-20 Key Initiatives for Goal #1

Develop Membership Program offering special services for a fee and seek financial donations from the community to expand library services and legal publications collection.

Goal #2: Expand library services to the Public by offering legal education classes.

2018-20 Key Initiatives for Goal #2

Develop legal education classes for the public to teach them how to use law library resources to solve problems and access justice; including how to find appropriate forms, how to perform legal research, and how to communicate with others in the legal system.

Goal #3: Develop on-site MCLE course offerings for the legal community.

2018-20 Key Initiatives for Goal #3

Pursue Multiple Activity Provider Status with the California State Bar by getting four separate and different educational activities approved within two years.

Goal #4: Invest in professional development of Law Library Staff with an emphasis on improved public service.

2018-20 Key Initiatives for Goal #4

Support staff development by facilitating opportunities for continuing education in new technologies and acquisition of related skills. Seek to offer a living wage with regular cost of living increases and basic benefits for Law Library Staff, who make the law accessible to the public.

Goal #5: Click here to enter text.

2018-20 Key Initiatives for Goal #5

Click here to enter text.

- **Key Challenges and Issues**

Please list any challenges in achieving your 2018-20 budget cycle goals.

Adequate funding continues to be a significant challenge for the Law Library in achieving its goals. While filing fee income appears to have leveled off in FY 2017-2018, it will take some time to make up for the 33% decline in revenue over the past 7 years that resulted in reductions in staffing levels, Law Library hours of operation and the legal publications collection, which ultimately limited library services to the public. However, with the help of fundraising efforts by the Friends of the Marin County Public Law Library, broader community awareness and use of the legal resources available to the public facilitated by the Lawyers in the Library Program, and expansion of fee-based special services offered by the Law Library, we are hopeful we will be able to meet the goals we have established for the 2018-2020 budget cycle.

- **Additional Board/Commission Comments**

We at the Law Library understand the tremendous challenge the Board of Supervisors face in prioritizing funding requests in this budget climate. However, funding for the Law Library over the next year is extremely important to enable the Law Library to fulfill its mission to serve residents and the County effectively, by keeping our doors open so patrons may avail themselves of the legal resources and assistance that ensure their access to justice.

- **Department Comments**

If applicable, please provide any comments from the County department that this board/commission works with.

Click here to enter text.

DRAFT WISH LIST FOR MCLL WEBSITE

February 27, 2018

Publications

<u>Title</u>	<u>Publisher</u>	<u>Last Updated</u>	<u>Cost</u>
CA Forms of Pleading & Practice	Matthew Bender	7/2016	\$9,453
CA Points & Authorities	Matthew Bender	8/2016	\$7,380
CA Legal Forms	Matthew Bender	8/2016	\$7,244
Nolo Press Publications - Various		7/2015 & Earlier	\$25 - \$40/publication

Equipment

Projector & Pulldown Screen (Digital Display for laptop connections)
Audio Conferencing Equipment
Large Flat Screen Television
DVD Player

From: Laurie Vaala-Olsen
To: [REDACTED]@samware; "Jonathan Frieman"; "denise bashline"; tracy@barrette; [REDACTED]
evance@[REDACTED]; [REDACTED]@drummond; [REDACTED]; k Kirby
Subject: Marin County Law Library - Notice Re Proposed Changes to Bylaws
Date: Tuesday, January 30, 2018 4:51:00 PM
Attachments: Bylaws 5.2014.doc

Hello,

This email provides the required 10 days' notice to trustees for revisions to the Law Library's Bylaws pursuant to Article 7, Section 2 on page 4 of the Bylaws. We will discuss and vote on approval of these revisions at the next board of trustees meeting on February 20, 2018.

The proposed changes to the Bylaws are:

Article 2, Section 1 - change the suite number from 2015 to 2007 and the zip code from 94103 to 94903.

Article 4, Section 2 – review section 2 to determine whether the language is precise enough regarding what constitutes a quorum for the transaction of business at any meeting of the Board.

Article 6, Section 1 – the day of the monthly board meetings must be changed from the third Monday of each month at 5:15 p.m. to the third Tuesday of each month at 5:15 p.m. to reflect the current meeting schedule.

Article 6, Section 5 – change “may act on discuss items” in the second line to “may act on **or** discuss items”.

Article 9, Section 2 – change the month in which the tentative annual budget for a succeeding fiscal year may be approved by the Board from “April of a current fiscal year” to “January of a current fiscal year”.

If you would like to add any proposed changes to the Law Library's Bylaws, let me know by the end of the day tomorrow, January 31, 2018. That will give me enough time to send you a new notice that includes the additional proposed changes.

Laurie

Laurie Vaala-Olsen
Law Library Director
Marin County Law Library
20 North San Pedro Road, Suite 2007
San Rafael, CA 94903
(T) 415-472-3733
(F) 415-472-3729
www.marincountylawlibrary.org

MARIN COUNTY LAW LIBRARY BYLAWS

Article 1 - Name

The organization shall be called "The Marin County Law Library," existing by virtue of the provisions of Chapter 5 of the Business and Professions Code, Sections 6300-6365, of the Laws of the State of California.

Article 2 – Offices

Section 1. The offices of the Library shall be at 20 North San Pedro Road, Suite 2015, San Rafael, California 94103, or at any other place designated by the Board of Trustees.

Article 3 - Board of Trustees

Section 1. The Marin County Law Library shall be administered by a Board of Trustees.

Section 2. The members of the Board shall be appointed according to the California Business and Professions Code, Sections 6301, 6302 & 6305. The full membership of the Board shall be at least six and no more than seven members.

Section 3. In accordance with California Business and Professions Code, Section 6305, the Board may remove any Trustee, except an ex-officio Trustee, absent from at least three consecutive meetings of the Board. The Board may fill all vacancies that occur from any cause.

Section 4 In accordance with Business and Professions Code Section 6305, the Board of Trustees may appoint a person to serve in the capacity of a trustee when there is an unfilled position on the Board. When the appointing authority acts to make an appointment in the regular manner, the term of a trustee appointed under this bylaw shall come to an end.

Section 5. Vacancies, or impending vacancies, on the Board shall be noticed to the proper appointing authority in a timely manner by the Secretary for the Board.

Article 4 - Officers

Section 1. The officers shall be a President and a Vice-President nominated and elected from among the appointed trustees at the annual July meeting of the Board.

Section 2. Officers shall be elected to serve for such a term as may be established at the time of election, or until such time as a successor is elected.

Section 3. The President of the Board of Trustees shall call to order and preside at all meetings of the Board. The President also authorizes calls for any special meetings, appoints all committee members, and executes all documents authorized by the Board.

Section 4. The Vice-President shall perform the duties of the President in the event of the absence or disability of the President.

Section 5. In the absence of both the President and Vice-President, any Trustee may preside over any Board meeting where a quorum is present.

Section 6. The Director of the Law Library shall serve as Secretary for the Board in an ex-officio capacity and is not a member of the Board.

Section 7. The Secretary shall record and keep a true and accurate record of all meetings of the Board.

Section 8. The Secretary shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Article 5 - Committees

Section 1. The President may appoint committees of one or more members, each for such specific purposes as the Board may require from time to time. A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article 6 - Meetings

Section 1. Regular meetings of the Board shall be scheduled for the third Monday of each month at 5:15 p.m. in the Law Library conference room. The meeting time may be rescheduled to another date and time by act of the Law Library Director, in consultation with the Trustees, due to the unavailability of a quorum, conflict with holidays, to accommodate vacation planning, or for other causes.

Section 2. In accordance with Business and Professions Code Section 6304, a quorum for the transaction of business at any meeting of the Board shall consist of a majority of the members of the Board of Trustees.

Section 3. In accordance with Business and Professions Code Section 6304, the President of the Board may call a special meeting at any time for the transaction of necessary business.

Section 4. Notice of an agenda containing the time and place of all meetings of the Board of Trustees shall be posted in a public location, at least 72 hours before the date of the proposed meeting in compliance with the provisions of the Ralph M. Brown Act (Open Meetings Law, California Government Code, Section 54954.2).

Section 5. In accordance with Government Code Section 54954.2 (b), the Board may act on discuss items not specified on the advance notice agenda in keeping with either of the following:

a. Upon determination by majority vote that an emergency situation exists, as defined by Government Code Section 54956.5 as it pertains to work stoppages or other activity that severely impairs public health or safety, or

b. By unanimous vote of those members present that there is a need to take immediate action on a matter that came to the attention of the Law Library subsequent to the public posting of the meeting agenda.

Section 6. The agenda for regular meetings of the Marin County Law Library Board of Trustees shall be compiled by the Law Library Director in consultation with the Trustees.

Section 7. Meetings shall be conducted in conformity with the Ralph M. Brown Act (Open Meeting Law), Government Code Sections 54950-54962.

Section 8. An Annual Report shall be presented in writing, by the Law Library Director, at the meeting in the month of either August or September of each fiscal year, for review and approval by the Board of Trustees. In accordance with Business and Professions Code Section 6349, said Annual Report shall be transmitted to the Board of Supervisors for the County of Marin on or before the subsequent October 15 of the calendar year. A copy of the Annual Report shall additionally be filed with the Auditor of the County and with the Clerk of the Superior Court.

Article 7 - General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action under consideration by the Board. The President may vote upon and may move or second any proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided that written notice of the proposed amendment(s) shall have been mailed or emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. The Board should endeavor to keep aware of law library standards, technologies, trends, regulations, and legislation.

Article 8 - Law Library Director and Staff

Section 1. The Board shall appoint a Law Library Director who shall be the executive and administrative officer of the library on behalf of the Board.

Section 2. The Law Library Director serves at the discretion of the Board with compensation approved by the Board.

Section 3. The Law Library Director shall appoint and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff and delegation of duties to it. The Law Library Director and the staff shall be responsible for the care and maintenance of the library property, for an adequate selection of books responsive to the needs of professional and public community being served, for the efficiency of library service to the public, for the continued technological progress of the library and for its financial operation within the limitations of the budget.

Article 9 - Financial Rules

Section 1. The fiscal year shall be July 1 to June 30.

Section 2. A tentative annual budget for a succeeding fiscal year may be approved by the Board in April of a current fiscal year. A final annual budget suitable for submission to the Marin County Auditor's Office shall be approved by the Board no later than September of a current fiscal year. The Board may modify the annual budget at any time during the fiscal year.

Section 3. The Law Library Director and staff shall endeavor to stay within the budget established by the Board. The Law Library Director shall report all instances when expenses go beyond the amount budgeted to the Board during the regularly scheduled financial report.

Section 4. Payroll and all disbursements by warrants made to the County Auditor are to be drawn from the "Law Library Trust Fund" that is held by the treasurer of the County in compliance with California Business and Professions Code, Section 6320 and shall be approved by the Law Library Director.

Section 5. At each regularly scheduled Board meeting, a warrant list itemizing bills designated for payment shall be presented to the Trustees for their approval. In the event that no regularly scheduled meeting is held, for lack of a quorum or other cause, the Director is authorized to pay the ordinary, routine expenses of the Law Library, subject to ratification of such payments at the next regularly scheduled Board Meeting.

Section 6. All official papers, documents, contracts, warrant requests, and other written instruments necessary to carry on the administration of the affairs of the Board shall be signed by the President of the Board of Trustees or in his or her absence, the Vice President.

Article 10 – Directors and Officers Liability Coverage

Section 1. The Director and Officers of the Law Library shall be covered by liability insurance of not less than \$1,000,000 per occurrence.

Section 2. It shall be within the power of the Board of Trustees to set aside a monetary fund sufficient to pay the full amount of any insurance deductible or retention pertinent to any claim that may arise against the Law Library, and its Trustees and Director, from their service or employment in their official capacities.

Approved: