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.

Tuesday, May 15, 2018 at 5:15 p.m.

Present: Sam Ware, Jonathan Frieman, Tracy Barrett, Emily Vance, Denise Bashline, and Laurie Vaala-Olsen, Ex Officio Secretary
Absent: Donald Drummond and Kristine Fowler Cirby
Also Present: Bill Hale, Moti Zainalizadeh, Jackie Grossman

Call to Order

Board President Sam Ware called the meeting to order at 5:21 p.m. and thereafter presided.

1. Approval of Minutes
   Emily moved to adopt the April 2018 Minutes as presented; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum
   Bill Hale requested that the trustees include as part of the Five-Year Strategic Plan, development of a Law Library program that will provide continuous support and legal advice to indigent pro per individuals throughout the course of their legal proceedings.
   Moti Zainalizadeh complained that she was mistreated by Laurie and Emily at the last Lawyers in the Library clinic. Sam requested that she put her complaints in writing and submit the writing to the Law Library Board of Trustees.

3. Financial Report
   3.1 April 2018 Fiscal Report
   Laurie presented the April 2018 and July 1, 2017 to April 30, 2018 Year-to-Date Fiscal Report and provided extensive detail about the Law Library’s funding and budget status. We are over budget partly because of unanticipated IT costs for a problem that has required 4 months of troubleshooting by multiple computer and software entities to correct and partly because of board decisions that resulted in expenses that were not factored into the projected budget when it was approved on March 29, 2017. These expenses include purchase of new computers and computer software, hosting an appreciation event for Lawyers in the Library Attorney Volunteers, extensive labor costs for troubleshooting vexing computer software and security program interaction/communication conflicts, purchase of health care insurance for the Law Library Director and higher than anticipated costs for the Law Library’s legal publications collection. Laurie requested that the board approve appropriation of the following amounts
from the Law Library General Operating Fund: a) $5,000 for Staff Expenses, and b) $20,000 for Supplies and Services in order to meet our financial obligations for the months of May and June 2018. Discussion ensued. The trustees requested more financial detail about the expenses before they would agree to approve the requested funds. Instead, Sam suggested that the Law Library decline to pay the May Warrants for CEB, LexisNexis, West Publishing, and Westlaw Next, and to pay only $600 of the SPTJ costs. Emily offered to wait until June to be reimbursed for expenses she incurred related to the Lawyers in the Library Appreciation Event. Jonathan moved to amend the FY 2017-18 Budget by approving an appropriation of $5,000 from the General Operating Fund to Supplies and Services to cover the costs of the May 2018 Warrants numbered 1, 3, 5, 6, 8, 9, 11, 12 and 13, as well as $600 of the Current Amount Due/Suggested Payment for Warrant number 10 to SPTJ; Tracy seconded. Motion passed with 5 Ayes, 0 Noes, and 0 Abstentions. Laurie stated that the Department of Finance will need a signed Resolution in order to carry out the financial transaction approved by Jonathan’s motion. Draft Resolution 2018-3 was at hand, so Jonathan moved for approval of Draft Resolution 2018-3 to appropriate $5,000 from the General Operating Fund to Supplies and Services in the FY 2017-18 Budget; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

3.2 May 2018 Warrants

Laurie reviewed the May 2018 Warrants, enumerating the Warrants that will be paid – numbers 1, 3, 5, 6, 8, 9, 11, 12 and 13, as well as $600 of the Current Amount Due/Suggested Payment for Warrant number 10 to SPTJ, and the Warrants that will not be paid – numbers 2, 4, 7, 14 and 15, as well as $734.85 of the Current Amount Due/Suggested Payment to SPTJ. Tracy moved to pay warrants as set forth by Sam and enumerated by Laurie and pursuant to the markups noted on the May 2018 Warrants List at the board meeting; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian’s Report

Laurie reported that the public access computers have required more troubleshooting this past month but are working properly now. Laurie also reported that she has a volunteer working on data entry of the Sign-In Sheets and Publications Checkout Sheets. She further reported that she had picked up the Lawyers in the Library Appreciation plaque for Alexandria Quam and delivered it to her; Alexandria was very pleased with it. Laurie recently updated the Lawyers in the Library Demographics Report to include patrons seen in the past year.

5. Reports of Special Committees

5.1 Lawyers in the Library

Emily reported that the Lawyers in the Library Appreciation Event was well-attended, including 7 Judges, and was a great success. Judge Adams sent out an email to Family Law Practitioners following the event which resulted in an increase in sign-ups for the clinics. The last clinic was full, and we had to turn people away.

5.2 Outreach

Jonathan reported that he will devote time to Outreach work with Branden Barber and fundraising efforts over the next month.

5.3 Patron/Technology Standards Committee

Tabled until June board meeting.
6. Old Business
6.1 Discuss Patron and Technology Issues and Rules and Revisions to Policy Proposed by Patron/Technology Standards Committee and Approve Revisions Tabled.
6.2 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan, Including Rescheduling May 12 Special Meeting That Was Cancelled
Laurie reported that the facilitator for the Strategic Plan Meeting had to bow out due to health issues. Laurie said there is a possibility of another volunteer interested in facilitating the meeting. Selecting a date to reschedule the meeting was tabled until the next board meeting.

7. New Business
7.1 Approve Discharge of Special Committee for Lawyers in the Library
Sam discharged the Lawyers in the Library Special Committee. Emily will accept a role as liaison for this program if she is appointed next month.
7.2 Approve Discharge of Special Committee for Outreach
Sam discharged the Special Committee for Outreach. Jonathan will accept a role as liaison for the Law Library's Outreach efforts if he is appointed next month.
7.3 Discuss and Approve Appointment of Special Committee for Law Library Marketing/Public Relations
Sam reported that the purpose of this committee will be to review a video that has been created about the Law Library and to make recommendations for revisions, if necessary. Tracy and Jonathan were appointed to the committee, which will be called the Special Committee for Law Library Video Editing.
7.4 Discuss and Approve Amendment to FY 2017-2018 Budget
Completed under item 3.1
7.5 Discuss and Approve Law Library Civic Engagement Program for Marin County School Children
Denise reported that the California Court News website has coverage about this issue. She suggested creating a committee to explore the possibility of developing a civics program at the Law Library. A decision was tabled until the June meeting. Sam suggested we offer our space to someone who is willing to put on this type of program.

8. Board Members' Suggestions for Next Month's Agenda - As stated in the Minutes.

9. Adjournment
All relevant business having come before the board, Denise moved to adjourn; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:45 p.m. The next board meeting will be held on Tuesday, June 19, 2018 at 5:15 p.m.

Respectfully submitted,

Jonathan Phelan, J.D.
Vice-President

Laurie Vaala-Olsen, Ex-Officio Secretary

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