

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

*ACTING LIBRARY DIRECTOR:*  
Laurie Vaala-Olsen

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

Monday, June 15, 2015, at 5:15 p.m.



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, Denise Bashline, Robert Begley, and Laurie Vaala-Olsen, Acting Secretary.

Absent: Alexandria Quam and Trudy Versoza.

Also Present: Bill Hale, Susan Windman and Stephanie Harcourt.

## Call to Order

Steven Schoonover called the meeting to order at 5:19 p.m., and thereafter presided.

## 1. Approval of the Minutes

1.1 The May 18, 2015 Minutes were circulated and reviewed.

Sam requested that I strike the second to last sentence in item 6.7, Library Policy Regarding Posting on Bulletin Boards, which states "The bulletin board is not a first amendment forum", because he did not say it and it is not attributed to anyone in particular. Steven said he made that statement and will stand behind it because he researched it, so the Minutes should be amended to attribute the statement to Steven.

Bill requested that the Minutes be amended to include the ethics points that he brought up at the May board meeting, as follows: "He believes that the board, as guardians of the public trust, should not be swayed by partisan interests, public pressure, or fear of criticism."

Bob moved to adopt the Minutes as amended, and Sam seconded. The motion passed, with 5 Ayes, 0 Noes and 0 Abstentions.

## 2. Open Forum

Susan Windman read a statement regarding her concerns about staff employment matters. A copy of her statement is attached to these Minutes.

Bill Hale stated he wants to raise funds to save the law library instead of cutting hours. He requested that the minutes of closed session meetings held in October, November and December 2014, and January 2015, be approved and secured. Bill stated he believes that Alexandria took the minutes because she volunteered to take the minutes before the first closed session meeting occurred. Bill also pointed out that the Alameda County Law Library provides online access to all of the Nolo publications on its website, and he would like the Marin County Law Library to do so also. Bill stated that the County of Marin has about \$200,000 in additional funds, and he wants us to ask for some of that money.

Susan Windman stated that she understands the Probate Court has a lot of money, according to what the Probate Department staff have told her. She would like to know if there is any way for the Law Library to get some of their money.

### 3. Board of Trustees Matters

No one had any topics they wished to discuss that were not already on the agenda.

### 4. Financial Report

#### 4.1 May 2015 Fiscal Report

Laurie presented the May Financial Statement. Filing Fees continue to lag below the projected amount. The unrestricted fund balance on May 18, 2015 was \$55,701.89. Sam expressed concern about the legal publications costs, and volunteered to meet with Laurie to review current subscriptions. On a positive note, conference room rentals are way up and are bringing in some much-needed revenue for the Law Library.

#### 4.2 Warrants

The Board reviewed a schedule of warrants for payment in June. Sam requested putting a hold on the payment to Lexis Nexis because the figure is so high at \$4,656.45. Sam moved to approve the warrants as presented, with the exception of item 6, the warrant to Lexis Nexis, which will be postponed until July. Elliot seconded the motion. The motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

### 5. Librarian's Report

#### 5.1 Employment Search for Part-time Library Assistant

Laurie reported that she has interviewed several very good candidates who were interested in the position, but who declined to pursue it further once they learned about the low wage of \$15 per hour. Elliot pointed out that perhaps we could offer a higher hourly rate if we reduce the Law Library's hours of operation. There are still three solid candidates who are interested in the position.

## 5.2 Laurie's Vacation.

Laurie reported that she will take a vacation in July and has arranged for Suzan Sharpley to work for her. She checked into hiring a temporary employee from an agency, but that could cost up to \$1,000.

## 6. Unfinished Business

### 6.1 Discussion of Criteria for Hiring Permanent Law Library Director

Alexandria was out ill so there was no report regarding this item. Bob stated that they are waiting for information from the court. Bill commented that Jason's criminal past is a tremendous asset to the Law Library. Susan Windman inquired if the Law Library has existing criteria for the director's position it is trying to fill. Steven stated that there is existing criteria regarding employment and the director's position. Alexandria and Bob are working on updating our criteria for the position. Susan stated that the County of Marin, the Judicial Council and the State do not bar someone with a criminal conviction from employment. Susan asked the board how they will address that issue if someone with a criminal background applies for the director's position.

### 6.2 Discussion Regarding Existing Patron Rules of Conduct and Whether any Revisions to Rules May Be in Order

There was a brief discussion regarding the existing Patron Rules of Conduct. Sam requested more time to consider this item. He reported that there was considerable debate about the rules when they were last revised and approved by the board in December 2012. The item was tabled until the July Board Meeting.

### 6.3 Discussion and Action Item: Approve Reimbursement of Portion of Acting Law Library Director Health Care Coverage Expenses

This item was approved at the May 15, 2015 board meeting. However, it was placed on the agenda this month to insure that the supporting documentation is available to everyone.

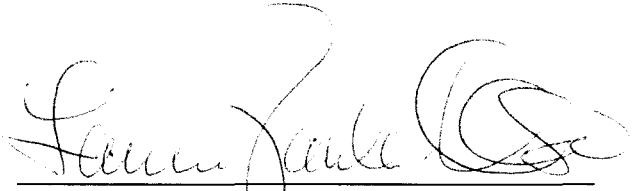
## 7. Adjournment

All business before the Board having been considered, Sam moved to adjourn the meeting, and Bob seconded. The meeting was adjourned at 6:08 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, July 20, 2015, at 5:15 p.m.

Respectfully submitted,

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Steven Schoonover, President



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Laurie Vaala-Olsen, Acting Secretary