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, January 12, 2015, at 5:15 p.m.

Present: Ben Gale, Steven Schoonover, Sam Ware, Alexandria Quam,
Bob Begley, Elliot Bien, and Laurie Vaala-Olsen, Acting Secretary.

Also Present: Bill Hale, Susan Windman, Lise Strandgaard, and Sheila
Lichtblau.

Call to Order

Ben called the meeting to order at 5:20 p.m., and thereafter presided.

1. Approval of December 2014 Minutes

December’s Minutes were circulated and reviewed. Susan Windman objected to
the way the comments she made at the December Board Meeting were reported
in the Minutes, and requested that the Minutes be amended as follows:

“Susan Windman introduced herself as a library patron. She indicated she
was very surprised and perplexed at the departure of Jason, particularly in
light of Jason’s extraordinary performance and productivity (Susan
provided examples). She mentioned the events surrounding his departure
seemed outrageous.”

Elliot moved to adopt December’s Minutes with the following amendment to the
last sentence of Item 2, Paragraph 1:

Replace “She said she was outraged about what had happened.” with
“She mentioned the events surrounding his departure seemed outrageous.”

Sam seconded. The motion was approved 6-0.

2. Open Forum
Susan Windman expressed dissatisfaction with the Board's response to her request to amend her comments in the December Minutes, and asked with whom she could discuss her concern. She stated that the Board is not following proper protocol and procedure that is in line with the Brown Act.

3.0 Financial Report

3.1 December 2014 Fiscal Report

Laurie presented the December fiscal report. She pointed out that her wage is being reported under Library Staff on the December Fiscal Report and Extra Hire on the July to December Fiscal Report, so the line item will appear over budget, while the Library Director line item will appear under budget. Sam requested that the two Fiscal Reports reflect consistent line item headings so Extra Hire will be changed to Library Staff. Sam wanted to know why there were no payments reflected for Worker's Compensation and Unemployment Insurance in December. Laurie responded it was because we did not receive any invoices for payment of those expenses.

3.2 January Warrants

The Board reviewed a schedule of warrants for payment in January 2015. Laurie pointed out that most of the warrants are routine monthly payments, with the exception of the reimbursement checks paid to Board members who extended funds to Jason for purchases necessary for the Law Library's Open House in October 2014. The checks were written in anticipation of receipt of a donation pledged by CEB in the amount of $1,000, which finally arrived in December 2014. There was discussion about the payment to Inland. Sam reported that he has researched the outstanding invoices, which amounts are calculated by very convoluted and varying formulas, and arrived at a total amount owed of $96.28. Discussion ensued. Sam moved, and Elliot seconded, that the Board approve the January Warrants as amended. The motion passed 6-0.

4. Librarian's Report:

4.1 Discuss Contract with Inland

See Item 3.2 for discussion regarding this item. Elliot moved, and Steven seconded, that the Board support Sam's efforts to handle the Inland matter in the manner described in the letter Sam drafted for Ben's signature, which Laurie will complete and send. The motion passed 6-0.

Sheila Lichtblau arrived for the Closed Session meeting, which then began at 5:55 p.m.
4.2 Discuss Annual Report to Board of Supervisors for 2015/2016

Laurie reported that the Annual Report to the Board of Supervisors for 2015/2016 is due February 27th. Elliot volunteered to assist Laurie in drafting the Annual Report so that it can be presented at the February Board Meeting.

4.3 Discuss Staffing Needs

Laurie reported on her efforts to hire an additional Library Assistant. She was encouraged to find out if Suzan Sharpley would be interested in coming back to the Law Library to work part-time. Interest in the position waned when the wage was reported.

5. Unfinished Business

5.1 Discuss Prospects for Law Library Membership Program

Tabled until February Board meeting.

5.2 Discuss Security Measures to Prevent Book Theft

Laurie presented a list of books that have been stolen from the Law Library over the past two to three months. There was discussion regarding a particular patron with whom the Law Library has experienced this problem in the past. Laurie was advised to draft a letter to the suspected patron. Laurie presented information regarding the cost of new security gates, as well as the possibility of purchasing a used gate. The Board requested that Laurie research the possibility of obtaining a security gate second hand.

5.3 Discuss NOLO Press Update Plan

Laurie distributed the list of Nolo Press books currently in the Law Library's collection. Sam would like the collection updated. He will review the list of our current collection and report back to the Board next month with his recommendations.

5.4 Discuss Law Library Operating Hours

Sam moved, and Ali seconded, that we continue with the existing hours for one additional month, but with the modification that we allow the Law Library to open at 10:00 a.m. solely for the purpose of renting out the conference room. Motion passed 6-0.

5.5 Discuss ADA Compliance Regarding Computer Terminals
Jenna LeFleur, the patron who requested that this item be placed on the Agenda for the January Board meeting, was not present. Ben reported that we have two keyboards that are adjustable, one of which is connected to the Westlaw accessible computer. It is not unreasonable to request that Jenna move to the other computer terminal if someone needs to use the Westlaw terminal to conduct legal research.

6. New Business

6.1 Discuss Law Library Purpose, Rules and Structure for Board Meetings

The Board discussed revising the structure of the Board of Trustees Meetings to allow for public comment on each agenda item. Robert moved, and Sam seconded, that the following procedure be followed at future Board meetings: Staff will present an agenda item, followed by an opportunity for members of the public to comment for up to 3 minutes per person on that agenda item, after which the Board will address their business and there will be no further public comment. Motion passed 6-0.

6.2 Discuss Replacement of 2 Outdated Computers

Tabled until the February 2015 Board Meeting

6.3 Discuss Law Library Proctored Exam Fee

Following review of the Survey of Library Proctored Exams and a brief discussion of same, Sam moved, and Bob seconded, that the Law Library increase its flat fee of $10 per proctored exam to $25 per proctored exam.

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

7.1 Conference with legal counsel – Existing litigation
California Government Code section 54956.9(d)(1)
Name of Case: Hale v. Marin Co. Law Library Board of Trustees
Marin County Superior Court Case No. 1404780

7.2 Overtime Compensation: Acting Law Library Director

7.3 Reconvene Open Session; Announce Action Taken in Closed Session, if Any

As there were no members of the public remaining when the Closed Session was adjourned, there was no announcement about what, if any, action was taken in Closed Session.
8. Adjournment

All business before the Board having been considered, the meeting was adjourned at 8:00 p.m. The next regularly scheduled meeting of the Marin County Law Library Board of Trustees will be on Monday, February 23, 2015 at 5:15 p.m.

Respectfully submitted,

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Benjamin Gale, Chair          Laurie Vaala-Olsen, Acting Secretary