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


Monday, November 21, 2016 at 5:15 p.m.

Present: Sam Ware, Robert Begley, Jonathan Frieman, Elliot Bien and Laurie Vaala-Olsen, Ex-Officio Secretary.
Absent: Alexandria Quam, Denise Bashline and Tracy Barrett
Also Present: Bill Hale

Call to Order

Sam Ware, President of the Board, called the meeting to order at 5:32 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 Approval of the October 12, 2016 Minutes was tabled until the December 2016 Board Meeting because we lacked a quorum of trustees that had attended the October meeting.

2. Open Forum – No comments.

3. Financial Report

3.1 October 2016 Fiscal Report

Laurie presented the October 2016 Fiscal Report. October filing fee revenue of $14,304 was $1,200 above the projected amount, although some of the supplemental income for the month was lower than projected so actual proceeds for October were $15,349.42, roughly $770 over what we had projected. October expenses were $13,002, roughly $1,300 lower than projected. Net balance at month end was about $2,347.15. The July 1 to October 31 year-to-date filing fee revenue was $56,563.04, which was $3,000 above projections and, when combined with the supplemental income for the year amounted to $59,799.24, which was $1,490 over projections. Year-to-date expenses were $50,052.35, almost $8,000 less than projected. We ended the five month period with a net balance of $9,746.89 and an Unrestricted Fund Balance of $66,760.

3.2 October 2016 Warrants
Laurie presented the list of November 2016 Warrants. She reported that the CEB figure does indeed include the monthly charge for CEB OnLaw, and the Daily Journal warrant in the amount of $878.37 is an annual cost. Jonathan moved to approve the warrants as presented and Robert seconded. The motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. **Librarian’s Report**

Laurie reported on several tasks that are part of a coordinated effort by California County Law Libraries to seek support for their request for a $16.5 million line item for California County Law Libraries in Governor Brown’s 2017 Budget.

5. **Reports of Special Committees**

5.1 **Report from Lawyers in the Library Committee**

Laurie gave a report in Alexandria’s absence. She stated that the program has been very successful and that volunteers at the November 10th program, the third since the program’s inception, saw 14 patrons, just two consultations short of the maximum number of appointments possible.

5.2 **Report from Outreach Committee**

Jonathan stated that he would like to secure a $5,000 grant for the Law Library to hire a consultant to engage in the type of outreach necessary to facilitate productive fundraising efforts. He has someone in mind and plans to invite the consultant for a Law Library site visit after the holidays.

5.3 **Report from Paid Sick Leave and Employment Policy Committee**

Chairperson

Sam stated that he had nothing further to report until he receives the budget analysis regarding vacation benefits.

6. **Old Business**

6.1 **Strategic Plan**

Jonathan reported that the Strategic Plan looks very much like the Annual Report and needs to be redrafted with a forward-looking focus. Sam and Jonathan will meet to work on a redraft of the Strategic Plan and present it at the December Board Meeting. Sam invited the trustees to submit their ideas and suggestions for revisions.

6.2 **Law Library Website Review**

Sam referred trustees to the November 21, 2016 letter that he had drafted on behalf of the Board of Trustees to John Mann, Foreperson of the Marin County Civil Grand
Jury, in response to their evaluation of the Law Library’s website (copy attached to board packet). He requested the trustees’ approval to send the letter, which he received.

6.3 Resolving Fundraising Restrictions

Sam reported that he had researched fundraising restrictions on trustees by reviewing earlier County Counsel Opinions on the matter as well as the topic of judicial restraints in the Judicial Conduct Code. In order to be prudent, Sam stated he will draft a question regarding this issue for the Judges. He also will call the advice hotline of the California State Bar Association for an opinion.

7.0 New Business

7.1 Resolution to Amend FY 2015-2016 Budget

Sam requested that trustees review Resolution 2016-8, which was requested by the Marin County Department of Finance and which will approve an adjustment to the Marin County Law Library FY 2015-2016 Budget in the amount of $2,700 from salaries to minor equipment to cover the $2,619.74 invoice from Lexis Nexis, transaction number 110241. Elliot moved to approve the Resolution and Jonathan seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.2 Renewal of West Print Publications Contract

Sam reported that the West Print Publications Contract is up for renewal in December 2016. He stated that we will cancel the extra copy of the California Criminal Practice Motions, Jury Instructions and Sentencing. We will add California Law and Motion Model Forms and another publication or two to make up the cost of the book we are cancelling. He will present the proposed contract at the December 2016 Board Meeting.

8.0 Board Members’ Suggestions for Next Month’s Agenda

There were no suggestions.

9. Adjournment

All business before the Board having been considered, Elliot moved to adjourn the meeting, and Jonathan seconded. The meeting was adjourned at 6:15 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, December 19, 2016, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President
Laurie Vaala-Olsen, Ex-Officio Secretary