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, November 21, 2017 at 5:15 p.m.

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

Call to Order

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

1. Approval of Minutes

Approval of the October 17, 2017 Minutes was tabled until next month.

2. Open Forum – There were no comments.

3. Financial Report

3.1 October 2017 Fiscal Report

Laurie presented the October 2017 and July 1 to October 30, 2017 Year to
Date Fiscal Statement, which reflected $18,810.85 in revenue, $14,058.38 in expenses
and an account balance of -$1,983.74. The negative balance in fiscal year funds resulted
from a budget amendment in September 2017 when expenses were increased by $16,500
for the purchase of computers ($11,500) and for hiring a fundraising consultant ($5,000),
but revenue was increased by only $3,000, which came from a Community Service Grant
awarded to the Law Library by the County of Marin. The $13,500 budget differential was
intended to come from the Unrestricted Fund Balance. The Unrestricted Fund Balance as
of November 11, 2017 was $77,959.

3.2 November 2017 Warrants

Laurie presented the November warrants, and highlighted the atypical
expenses. Discussion ensued. Tracy moved that the Law Library discontinue its
subscription to the San Francisco Daily Journal. Kris seconded. Motion passed with 6
Ayes, 0 Noes and 0 Abstentions. Tracy then moved to approve the warrants as presented
except for the Daily Journal, which will not be renewed. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

4. **Librarian’s Report**
   Laurie reported that she had found a well-qualified candidate for the part-time assistant position and that she was about to make an offer to him. She also reported on efforts by the Council of California County Law Librarians to request $16.5 million in funding for county law libraries in the Governor’s 2018 Proposed Budget.

5. **Reports of Special Committees**

5.1 **Lawyers in the Library**
   Emily reported that the program continues to go very well; there were 5 volunteer attorneys at the last clinic. She suggested presenting a founder’s award to Alexandria Quam at the Law Library’s planned recognition event for attorney volunteers. Discussion ensued. Emily will check with Alexandria to determine her availability in February 2018.

5.2 **Outreach**
   Jonathan gave a brief recap of committee efforts, including creating the nonprofit Friends of the Marin County Public Law Library group. He also discussed fundraising efforts by Branden Barber. Denise commented on the Law Library’s Facebook page, suggested that the Law Library consider initiating a relationship with Thomson Reuters and LexisNexis to provide training to the public for which the Law Library would charge a fee, and to engage in outreach to legal firms, practitioners and others interested in continuing education about offering classes at the Law Library.

5.3 **Personnel and Benefits**
   Tracy wished to acknowledge the bureaucracy involved in setting up the health insurance plan for the director. Discussion ensued regarding the coverage. Tracy moved to approve Resolution 2017-11 directing the Marin County Department of Finance to issue immediately from the Law Library Fund a check in the amount of $778.66 made payable to Kaiser Permanente for the initial premium payment, half of which will be paid by the Law Library Director through a payroll deduction, and to timely set up the required payment system to effectuate health insurance coverage for the Law Library Director. Emily seconded. Passed with 6 Ayes, 0 Noes and 0 Abstentions. The Personnel and Benefits Committee will remain in effect through December 2017 until the insurance plan has been approved.

6. **Old Business**

   Approved under item 5.3.

6.2 **Discuss Creation of Formal Procurement Procedures**
Tabled.

7. New Business

7.1 Discuss Preparation of Law Library 5 Year Strategic Plan
Tabled until December meeting.

7.2 Discuss Better World Engagement's and Branden Barber’s Authority to Communicate with Friends of Marin County Public Law Library
Sam presented the issue. Discussion ensued. Jonathan moved to approve granting permission to Branden Barber to work with the Friends of the Marin County Public Law Library. Tracy seconded. Motion passed with 6 Ayes, 0 Noes, 0 Abstentions.

7.3 Review and Approve Purchase of New CDs for MCLE Self-Study Credit
Sam presented the issue. Tracy moved to approve the purchase of $150 worth of MCLE Self-Study CDs. Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.4 Discuss and Approve Schedule and Costs for Updating Public Access Computers by SPTJ
Laurie presented the issue. Discussion ensued. Tracy moved to approve hiring SPTJ for 1 hour every two months at the standard hourly rate of $135 to update the public access computers. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.5 Discuss and Approve Form of Resolution Seeking Support from Marin County Board of Supervisors for County Law Librarians’ Request for Ongoing Funding in Governor’s 2018 Proposed Budget
Sam introduced the form of resolution for the Marin County Board of Supervisors. Kristine moved that the board approve the form of Resolution for the Marin County Board of Supervisors In Support of the California County Law Librarians’ Request for Funding in the Governor’s 2018 Proposed Budget and in Successive State Budgets and that Laurie get it on the agenda at the County Board of Supervisors meeting as soon as possible. Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.6 Approve Certificate of Recognition for Alexandria Quam’s Service on Marin County [Law Library] Board of Trustees
Emily moved to approve a certificate of recognition for Alexandria Quam for her service on the Marin County Law Library Board of Trustees. Kristine seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

7.7 Whether to Give Surplus Goods to Individual Patrons
Sam presented the issue. Tracy and several other trustees expressed security concerns about donating items such as computers to the public. Jonathan moved to adopt a practice prohibiting donation of computer equipment directly to the public but instead to donate such items to organizations that will ensure that they are wiped clean of Law
Library information. Tracy seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8. **Board Members’ Suggestions for Next Month’s Agenda** – Holiday Bonuses and Facebook issue.

9. **Adjournment**
   All relevant business having come before the board, Denise moved to adjourn the meeting and Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:02 p.m. The next board meeting will be held on Tuesday, December 12, 2017 at 5:15 p.m.

Respectfully submitted,

[Signatures]

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary