Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees

Tuesday, August 18, 2020 at 5:15 P.M.

Marin County Law Library
20 North San Pedro Road, Suite 2007, San Rafael, CA 94903

Due to the COVID-19 Pandemic and current Stay-at-Home Order issued by the Marin County Public Health Officer, the meeting will be conducted by remote connection.

Pursuant to Executive Order No. N-29-20 (March 17, 2020), interested members of the public are asked to attend electronically by clicking on the link below or by typing the link into your web browser:

Join Zoom Meeting:

https://us02web.zoom.us/j/83361689464

Meeting ID: 833 6168 9464

One tap mobile
+16699006833,,83361689464# US (San Jose)
+12532158782,,83361689464# US (Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)

Meeting ID: 833 6168 9464

Find your local number: https://us02web.zoom.us/u/kgQ9cODiG

Agenda

Call to Order*

1. Approval of Minutes
   1.1 July 21, 2020 Regular Board Meeting
2. **Open Time for Public Expression**

3. **Financial Report**
   3.1 July 2020 Fiscal Report
   3.2 August 2020 Warrants

4. **Librarian’s Report**

5. **Reports of Special Committees**
   5.1 Civic Engagement Program

6. **Old Business**

7. **New Business**
   7.1 **Discussion and Action Item:** Discuss and Approve Proposal to Upgrade MCLL Internet Bandwidth

8. **Board Members’ Suggestions for Next Month’s Agenda**

9. **Adjournment**
   The next board meeting will be held on Tuesday, September 15, 2020 at 5:15 p.m.

* This meeting may be recorded as authorized by the Government Code.

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*If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library’s bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.*
Minutes of 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, July 21, 2020 at 5:15 p.m.
By Remote Connection

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

Also Present: Bill Hale

President Jonathan Frieman called the meeting to order at 5:19 p.m. and thereafter
presided.

1. **Approval of Minutes**
   1.1 **Minutes of June 23, 2020 Regular Board Meeting** - Kristine moved for approval of
Minutes as presented; Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. **Open Forum** – No comments.

3. **Financial Report**
   3.1 **June 2020 Fiscal Report**
   Actual revenue was $12 with actual expenses of $19,312. This left an account
   balance of $99,714. Filing fee revenue for June 2020 was $12; July 1, 2019 to June 30,
   2020 filing fee revenue was $154,597. The July 1, 2019 to June 30, 2020 year-to-date
   revenue was $174,333; July 1, 2019 to May 31, 2020 year-to-date expenses were
   $173,152. Sam requested a special report of expenses for librarian wages.

   3.2 **July 2020 Warrants**
   Laurie elaborated on SPTJ charges and reported that NHLP will not charge for
   “Green Book” this year (cost was $381.70 last year). Kristine moved for approval of
   Warrants as presented; Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. **Librarian’s Report**
   Laurie reported that the 55-volume set of Forms of Pleading and Practice had sold.
   She provided an update on reopening, noting that restrictions had increased and some
   businesses that had reopened had to close again due to the rising incidence of COVID
   cases in the County, which landed Marin on the State’s Watch List. Laurie sent an inquiry
   to the Marin Recovers contact email requesting permission to open for the limited purpose
   of providing access to two of our public computers but received no response. She also
   reported on the results of recent tests that Battelle Labs had conducted to determine how
   long the coronavirus remains on various types of library materials.
5. **Old Business**

5.1 **Discuss and Approve Proposed Reopening Plan (SPP) for Law Library**

Laurie presented the revised SPP which differs only slightly from earlier version; hours of operation are shorter, and it requests less information from patrons to enter Law Library. Laurie will check with County Counsel regarding whether Law Library might be able to open as a Special District and if staff can return to Law Library to work. Tracy moved for approval of the SPP as presented; Sam seconded. Motion passed: 6 Ayes, 0 Noes and 0 Abstentions.

6. **New Business**

6.1 **Election of Officers for FY 2020-2021**

Kristine was asked to serve as President of the Board; Tracy was asked to serve as Vice President of the Board. Sam moved to approve Kristine as President and Tracy as Vice President of the Board for FY 2020-2021; Denise seconded. Motion passed: 6 Ayes, 0 Noes and 0 Abstentions.

6.2 **Discuss and Approve Resolution 2020-4 Recognizing Emily Vance for her Service on MCLL Board of Trustees**

Donald moved for approval of Resolution 2020-4; Kristine seconded. Motion passed: 5 Ayes, 0 Noes and 0 Abstentions.

6.3 **Discuss and Approve Transfer of Lawyers in the Library Program to Online/Telephonic Platform**

Laurie reported that Zoom will serve as the platform to host Lawyers in the Library online. A TechSoup subscription will cost $139.95 per year plus whatever additional applications we choose to purchase to supplement the program. However, the Law Library’s current internet infrastructure does not contain enough bandwidth to smoothly run LIL on Zoom so we will have to upgrade our internet connection. Laurie will research ISP options. Online LIL will require more time to administer than the in-person program did. Denise moved for approval to adapt the Lawyers in the Library program to an online platform; Kristine seconded. Motion passed: 5 Ayes, 0 Noes and 0 Abstentions.

6.4 **Discuss and Approve Renewal of NHLP HUD Housing Programs: Tenants’ Rights, aka the “Green Book” - Moot as there will be no charge this year.**

7. **Board Members’ Suggestions for Next Month’s Agenda** – Annual Report, HERA/Civic Engagement Committee (Denise).

8. **Adjournment**

All relevant business having come before the board, Kristine moved to adjourn the meeting and Sam seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:40 p.m. The next board meeting will be held on Tuesday, August 18, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,

Kristine Fowler Cirby, Esq. Laurie Vaala-Olsen, Ex-Officio Secretary
Librarian’s Report

Meeting of the Marin County Law Library Board of Trustees
August 18, 2020

1. **Covid-19 Pandemic and Stay Home Orders** – No new developments for Libraries. Marin remains on the State Watch List which limits re-openings (we must get down to and sustain less than 19 new cases per day to get off the State Watch List). Neither General Offices (Non-Essential Services) nor Libraries are permitted to reopen; the two possible categories under which MCLL could reopen to the public. In addition, staff are not allowed to return to the Law Library yet, so they continue to work remotely. I attended the County of Marin Webinar with Dr. Matt Willis, Director of County Public Health and Angela Nicholson, Assistant County Administrator/Director of Community Emergency Services, on August 13 regarding Marin’s status. Dr. Willis reported primarily on schools and efforts underway to assist schools in applying for waivers to reopen for student attendance this Fall. Re-opening is dependent on Marin’s status on the State Watch List. He also reported on education efforts in the Canal neighborhood. Angela Nicholson reported on the Enforcement Ordinance that was adopted by the Board of Supervisors on July 20 to strengthen enforcement of the Shelter in Place Order; uniform goal is compliance, not issuing citations. Citations will be issued only in cases where a party refuses to comply. There are two aspects to the enforcement order: (1) Mask Enforcement – handled by local law enforcement and Sheriff’s Office; 2) Business Compliance - the public may email complaints to sipviolations@marincounty.org to report violations; 560 complaints received from public so far; after checking to ensure the complaint is a valid complaint, enforcement staff will go out to business to investigate, educate business about compliance, give business a few days to comply, then recheck. If no compliance, then a citation will be issued. Fines for businesses range from $500 to $10,000.

I checked with 6 other Bay Area County Law Libraries and staff have returned to work inside the Law Library at all of them; some since the end of May. Many are on staggered work schedules and only 2 are open to the public for very limited hours, in one case by appointment only.

2. **CA State Budget Funding for CA County Law Libraries** – MCLL should receive its $60,643 in funding from the 2020-2021 CA State Budget in about 3 weeks.

3. **MCLL Internet Infrastructure** – I have been researching ISP options for increasing the Law Library’s bandwidth. Building 20 has a Comcast Hub now so it will not be overly expensive to connect to Comcast. This gives us two options: Sonic or Comcast. Comcast is by far the least expensive of the two and provides much greater bandwidth for the cost. Comcast will require a three-year commitment with low rates the initial promotional year and 11% increases in years 2 and 3. Year 4 will resort to market rates. Annual rate the first year will be $163.30 plus applicable federal, state, local and other service fees.

   With bandwidth increased from 1.6 Mbps Upload and 10.6 Mbps Download to 20 Mbps Upload and 200 Mbps Download, the Law Library will be able to use Zoom to smoothly adapt the Lawyers in the Library program to an online platform. Subscription costs to Zoom through TechSoup are quite reasonable at $140 for a Pro Plan Bundled service subscription, which will provide basic service. Webinar capabilities and other applications will cost additional fees.
We will need to migrate Law Library emails as well; Tracy is assisting with the research on that and it likely will be to one of the Microsoft 365 business plans. We need large storage capacity and preferably email addresses that say Name@marincountylawlibrary.org.

Installation charges for the Comcast upgrade will be separate and in the range of $525 to $1,000 for a straightforward installation. Should unusual circumstances be discovered, there will be additional fees.

4. **Lawyers in the Library** — There will be a great demand for this service once the local moratorium and the state emergency rules on evictions end. The CA Judicial Council recently voted to end the emergency rules on evictions and judicial foreclosures at midnight on September 1. Calls to the Law Library seeking consultations with attorneys have been increasing in recent weeks. I expect to have LIL up and running on Zoom by mid-September or at the latest in October. It will depend on how quickly we can schedule the installation and transfer/upgrade of our internet service to Comcast, followed by the purchase of a Zoom subscription and then getting LIL set up on that platform. I will coordinate attorney volunteer sign-ups and appointment scheduling with Mee Mee. The online model will require a much greater amount of administrative time to manage than the in-person model had.

5. **End of Year Budget Reconciliation** — The EOY budget reconciliation has not been completed yet due to errors discovered in Munis. I am working with DOF to correct the Munis errors.

6. **Annual Report to Board of Supervisors** — The Annual Report to the Board of Supervisors will be due October 15th. If you would like to have input on the report this year, let me know. I will prepare a draft for the September 15 board meeting.
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<th>Fiscal Year 2028-29</th>
<th>Fiscal Year 2029-30</th>
<th>Fiscal Year 2030-31</th>
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<td><strong>Total</strong></td>
<td>$11,803</td>
<td>$12,228</td>
<td>$12,656</td>
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<td>$13,512</td>
<td>$13,940</td>
<td>$14,368</td>
<td>$14,804</td>
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</table>

**Notes:**
- The table above represents a summary of the projected revenues and expenses for the fiscal years 2023-24 to 2030-31.
- The revenue includes a mix of sources such as grants, donations, and other income.
- The expenses cover various categories including administrative expenses, operations, and capital expenditures.
- The budgeting process involves detailed planning and strategic allocation of resources to meet organizational goals and objectives.
### MCLL COURT FILING FEE REVENUE

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### FISCAL YEAR

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Each current month's filing fee revenue represents income generated from the Court filings of two months ago. August revenue comes from June filings, etc.
# Marin County Law Library

**August 2020 WARRANTS**

(Account Balance $105,296.20)

**AP Processing Copy**

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<td>LexisNexis</td>
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<td>5</td>
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**Salaries:** $4,152.37

**Total Expenses:** $16,502.19

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<th>Total Revenue Available:</th>
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<td>Total Expenditures (proposed):</td>
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<tr>
<td>Remaining Cash Balance:</td>
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