

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

Tuesday, March 16, 2021 at 5:15 P.M.

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:

Topic: **MCLL Board Meeting**

Time: **Mar 16, 2021 05:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89806255421>

Meeting ID: 898 0625 5421

Passcode: 476586

One tap mobile

+16699006833,,89806255421#,,,,*476586# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 898 0625 5421

Passcode: 476586

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 February 16, 2021 Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
 - 3.1 February 2021 Fiscal Report
 - 3.2 March 2021 Warrants

4. Librarian's Report
5. Committee Reports
 - 5.1 Advisory Budget – See attached written report.
 - 5.2 Fundraising for Network Equipment Replacement
 - 5.3 Civic Engagement
 - 5.4 Contacts/Events
6. Old Business
 - 6.1 **Discussion and Action Item:** Review Payroll Tax Filing Issue and Approve Further Steps, Including Resolution 2021-1 (See Attached Trustee Report and Consultant's Payroll/Financial Report)
 - 6.2 **Discussion and Action Item:** Discuss Advisory Budget Committee Report and Approve Possible Further Steps
 - 6.3 **Discussion and Action Item:** Discuss Scheduling Fundraising and/or Programming Events
7. New Business
 - 7.1 **Discussion and Action Item:** Approve Updated Site Specific Protection Plan for Reopening of Law Library (Attached)
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, April 20, 2021 at 5:15 p.m.

Upcoming Events FYI:

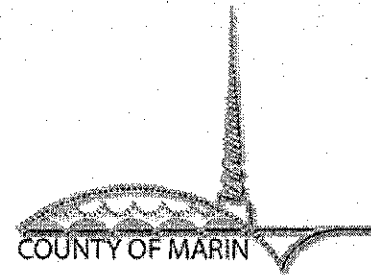
- Lawyers in the Library – 3/25/21 and 4/8/21
- First Thursdays at the Law Library – Women Helping All People on 4/1/21
- Deadline to Submit Reports for April Board Meeting: 4/14/21

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

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.

DRAFT

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



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

BOARD OF TRUSTEES:
Kristine Fowler Cirby, Esq., President
Tracy Barrett, Esq., Vice President
Sam Ware, Esq.
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr, Esq., MLIS

Tuesday, February 16, 2021 at 5:15 p.m.
By Remote Connection

Present: Kristine Fowler Cirby, Tracy Barrett, Jonathan Frieman, Walter Cook, Jr.,
Sam Ware, Denise Bashline, and Laurie Vaala-Olsen, Ex Officio-
Secretary
Absent: Donald Drummond
Also Present: Jackie Grossman, Bill Hale

President Kristine Fowler Cirby called the meeting to order at 5:24 p.m. and thereafter
presided.

1. Approval of Minutes

1.1 Minutes of January 19, 2020 Regular Board Meeting – Sam moved for approval of the
Minutes as presented; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – Bill Hale addressed the board.

3. Financial Report

3.1 January 2021 Fiscal Report

The Fiscal Report for January 2021 was attached to the agenda packet. MCLL
began the month of January with \$122,075 in its fund and ended the month with \$117,381,
for a net loss of \$4,695. Filing Fee Revenue for January was \$9,573 and January Expenses
totaled \$14,268. YTD Revenue (7/1/20 – 1/31/21) was \$132,724 and YTD Expenses were
\$91,012, leaving a FY 2020-2021 budget balance of \$41,712.

3.2 February 2021 Warrants

USLI was removed from the February 2021 Warrants List because it was paid in
January 2021. Renewal of the National Consumer Law Center (NCLC) print and digital
subscription was added in the amount of \$1,988. After these changes were made to the
Warrants List, the Warrants totaled \$8,779.33 with Total Expenses of \$13,812.45, which left
a fund balance of \$103,763.55. Tracy moved for approval of the Warrants as amended,
Walter seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report – Attached to February 2021 Agenda Packet.

5 Committee Reports

5.1 Advisory Budget – Sam reported that the average monthly operating deficit for 7/1/20 through 12/31/20 was approximately \$3,400/month, which was offset by the amortized \$5,000 per month the Law Library received from the State (\$61,000 in total) to compensate for lost filing fee revenue due to court closures during the pandemic. The committee considered further cuts to the Law Library's subscriptions, which would amount to a savings of approximately \$2,100 per month but decided not to cut any publications at present. However, committee members will continue to study whether the savings from cuts will outweigh the costs associated with repurchase of the discontinued publications at a future date. For more details, see the Advisory Budget Committee Report attached to the February 2021 Agenda Packet.

5.2 Civic Engagement – Denise reported that the CEO and Director of Healthy Aging will speak about Vivalon, formerly known as Whistlestop, at the next First Thursdays at the Law Library event on March 4, 2021 on Zoom. Details about the organization and the speakers may be found on the Civic Engagement Report attached to the February 2021 Agenda Packet.

6 Old Business

6.1 Review and Discuss Consultant's Payroll/Financial Report for MCLL Regarding Payroll Tax Filing Issue and Approve Next Steps

Sam referred board members to the Payroll Recommendations Report prepared by Alyssa Schiffman, which was attached to the February 2021 Agenda Packet. Discussion ensued. MCLL has spent \$520 to \$650 of the initial \$800 that was approved for Alyssa's consulting services at the January 2021 Board Meeting. Sam moved to authorize an additional \$500 if needed for Alyssa Schiffman to implement items 1 and 2 of the Payroll Recommendations set forth in her report; Walter seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. No decisions were made about the Budgeting Recommendations in Alyssa's report, but the board plans to revisit them at the March 2021 Board Meeting.

7. New Business

7.1 Discuss Advisory Budget Committee Report and Approve Next Steps

See written report attached to February 2021 Agenda Packet. There was discussion about the report, but no action was taken.

7.2 Discuss Establishing a Contacts/Events Committee

Denise stated that a public calendar of Law Library events is essential to planning and coordinating future programming. Discussion ensued. A calendar of the following month's events appeared at the end of the February 2021 Agenda and will be a standard part of future board meeting agenda. Laurie reported that a public calendar for the Law Library's website is in the works.

8. Board Members' Suggestions for Next Month's Agenda

- Ad Hoc Advisory Budget Committee – Include Input from Reference Librarian
- Report Re Funding Source(s) for Technology Upgrades – Walter and Donald
- Contacts/Events Committee – Denise and 1 Other Trustee
- Discuss Budget for Online Fundraising Event

DRAFT

9. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:49 p.m. The next board meeting will be held on Tuesday, March 16, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio
Secretary

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Actual February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Feb. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
Starting balance	\$100,670	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 119,041	\$ 113,734	\$ 113,763	\$ 113,791		\$ 113,819		
Revenue																	
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,573	\$ 15,887	\$ 9,205	\$ 14,583	\$ 14,583	\$ 14,583	\$ 84,830	\$ 137,784	\$ 175,000	
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 709	\$ 1,377	\$ 2,000	
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 100	\$ 1,100	\$ 3,000	
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 726	\$ 1,058	\$ 1,000	
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ 767	\$ 767	\$ -	\$ 3,068	\$ 9,200	
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 32	\$ 100	
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 300	\$ 968	\$ 2,000	
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ -	\$ 668	\$ 2,000	
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 62,228	\$ 62,560	\$ 1,000	
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 5,000	\$ 15,000	
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Total:	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 9,783	\$ 9,573	\$ 15,887	\$ 12,147	\$ 17,525	\$ 17,525	\$ 17,525	\$ 148,892	\$ 213,614	\$ 210,300	
Expenses																	
Staff																	
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,634	\$ 4,134	\$ 4,134	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 32,101	\$ 50,101	\$ 54,000	
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 1,068	\$ 583	\$ 1,167	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 3,946	\$ 13,278	\$ 28,000	
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 353	\$ 292	\$ 329	\$ 417	\$ 417	\$ 417	\$ 417	\$ 2,334	\$ 4,002	\$ 5,000	
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 83	\$ 68	\$ 77	\$ 100	\$ 100	\$ 100	\$ 100	\$ 546	\$ 946	\$ 1,200	
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,309	\$ 1,123	\$ 1,123	\$ 917	\$ 917	\$ 917	\$ 917	\$ 8,088	\$ 11,756	\$ 11,000	
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 561	\$ 961	\$ 1,200	
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 160	\$ 137	\$ 133	\$ 133	\$ 133	\$ 133	\$ 482	\$ 1,014	\$ 1,600	
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
														Staff Subtotal:	\$ 48,057	\$ 82,057	\$ 102,000
Administrative Expenses																	
521610 Insurance - Subtotal	\$ -	\$ 722	\$ -	\$ 1,476	\$ 722	\$ -	\$ 1,670	\$ 531	\$ -	\$ 375	\$ 375	\$ 375	\$ 375	\$ 5,120	\$ 6,620	\$ 4,500	
USLI	\$ 271	\$ 271	\$ -	\$ -	\$ 271	\$ -	\$ -	\$ 531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Complete Equity Markets				1,476													
Hartford	\$ 421	\$ 451	\$ -	\$ -	\$ 451	\$ -	\$ 1,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522210 Memberships/Prof Develop.	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 180	\$ 420	\$ -	\$ 225	\$ 225	\$ 225	\$ 225	\$ 660	\$ -	\$ 2,700	
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MCBA	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
NOCALL	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 477	\$ -	\$ 102	\$ 86	\$ 717	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,016	\$ 3,016	\$ 3,000	
522310 Projects (ADP Payroll)	\$ 121	\$ -	\$ -	\$ -	\$ 199	\$ 136	\$ 136	\$ 295	\$ 141	\$ 417	\$ 417	\$ 417	\$ 417	\$ 906	\$ 2,574	\$ 5,000	
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 4,000	\$ 12,000	
DeLage Landen																	
HiTech																	
Marin Copier																	
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154	\$ 154	\$ 154	\$ 154	\$ 464	\$ 1,080	\$ 1,848	
Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 482	\$ 191	\$ 201	\$ 191	\$ 191	\$ -	\$ -	\$ -	\$ -	\$ 1,255	\$ -	\$ -	
AT&T Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 105	\$ 109	\$ 115	\$ 100	\$ 100	\$ 100	\$ 100	\$ 843	\$ 1,243	\$ 1,200	
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 175	\$ 350	\$ 350	\$ 579	\$ 579	\$ 579	\$ 579	\$ 3,500	\$ 5,816	\$ 6,952	
														Admin Sub.	\$ 14,765	\$ 21,776	

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Actual February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Feb. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
Collection																	
522815 Publications Upkeep														Collection Sub	\$ 42,698	\$ 66,242	\$ 71,000
Other		\$ -				\$ -			\$ 1,988	\$ 667	\$ 667	\$ 667	\$ 667	\$ 1,988	\$ 4,656	\$ 8,807	
CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,006	\$ 550	\$ 453	\$ 335	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 10,972	\$ 15,972	\$ 15,000	
Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 240	\$ 1,350	\$ -	\$ 583	\$ 583	\$ 583	\$ 583	\$ 3,095	\$ 5,427	\$ 7,000	
WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 2,215	\$ 17,373	\$ 26,191	\$ 26,193	
West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 9,269	\$ 13,996	\$ 14,000	
522410 Book Binding														\$ -	\$ -	\$ -	
Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,371	\$ 10,210	\$ 16,162	\$ 14,427	\$ 14,133	\$ 17,453	\$ 17,497	\$ 17,497	\$ 17,497	\$ 105,519	\$ 170,075	\$ 210,200	
Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 119,041	\$ 113,734	\$ 113,763	\$ 113,791	\$ 113,819				

*June 2020 includes Period 13 expenses; however, there are discrepancies between P&L Statement and Munis Period 13 YTD Budget Report for FY 2019-2020. See accompanying notes.

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021
MONTH											
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	
ANNUAL TOTALS	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	94,034.78

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
March TOTALS	196,125.86	184,362.43	154,963.96	138,294.52	130,606.40	124,419.27	122,777.38	131,991.48	127,081.20	131,725.76	94,034.78

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. March revenue comes from January filings, etc.

Marin County Law Library

March 2021 WARRANTS

(Account Balance \$119,041.00)

AP Processing Copy

Item No.	Vendor	Current Amount Due	Suggested Payment
1	ADP - Monthly charge for payroll services debited from LL Fund	\$ 138.19	\$ 138.19
2	AT&T Calnet 3	\$ 114.60	\$ 114.60
3	CEB (547.58 for Print, \$334.92 for OnLAW)	\$ 882.50	\$ 882.50
4	Comcast Business (\$188.25 for monthly charges)	\$ 190.81	\$ 190.81
5	Kaiser	\$ 1,123.22	\$ 1,123.22
6	Lexis	\$ 32.16	\$ 32.16
7	SPTJ (Chien Liew Consulting)	\$ 525.00	\$ 525.00
8	SPTJ (Trend Internet Security Renewal)	\$ 119.85	\$ 119.85
9	US Bank (Cal Card Payment - PeopleG2, Payroll Taxes to EDD, Otter)	\$ 540.30	\$ 540.30
10	Westlaw Next	\$ 2,171.65	\$ 2,171.65
11	West Publishing	\$ 1,181.81	\$ 1,181.81
Totals:		\$ 7,020.09	\$ 7,020.09

Salaries: \$5,441.12

Total Expenses: \$12,461.21

Total Revenue Available:	\$ 119,041.00
Total Expenditures (proposed):	\$ 12,461.21
Remaining Cash Balance:	\$ 106,579.79

Regular Meeting of the Marin County Law Library Board of Trustees
March 16, 2021

Librarian's Report

1. Reopening

The Marin County Law Library will reopen to the public with restrictions and under limited operating hours March 22, 2021.

2. Lawyers in the Library - Public participation in the February 25 meeting was down. We sent emails to over 80 entities, including local agencies, county departments, public libraries, and other organizations. We also posted flyers at the Civic Center and at various Marin County markets, cafes and coffee houses as well as on Patch.com. Public participation subsequently increased for the March 11 event.

3. ADP Payroll Tax Filing Issue – I spoke with a representative in the Analysis Resolution Department of the Tax and Accounting Division of the CA EDD regarding combining MCLL's two Payroll Tax ID numbers. The EDD representative reported that there is no basis to prevent the Law Library from combining its two Payroll Tax ID numbers into a single number under the Tax ID beginning with 699. He recommended making the change retroactively effective to January 1, 2021. In addition, the EDD representative confirmed that MCLL's 2020 payroll tax filings are complete and current. The next payroll tax report filings will be due March 31, 2021 (2021-Q1).

4. Advisory Budget Committee – I met with the Advisory Budget Committee to discuss possible cuts to the Law Library's print collection. See written report prepared by Trustee Sam Ware, which is attached to the agenda packet.

5. Jury Duty – I have been summoned to report for jury duty on April 7. If I am selected, the Law Library will have to close for the duration of my jury service because there is only 1 other staff member available to work in-person at the Law Library.

6. CCCLL – CCCLL members have been working to secure support for the CCCLL's request for funding in the FY 2021-2022 State Budget. Both Senator McGuire and Assemblymember Levine agreed to sign a bipartisan letter from legislators supporting the CCCLL's funding request. We are now seeking letters of support from our patrons and legal service provider partners.

7. MCLL Public Calendar – A calendar of 2021 Lawyers in the Library program dates has been available on the MCLL website since January 2021. Program dates for Law Library events appear on the landing page of the website. An annual calendar for 2021 has also been added to the MCLL website.

8. Updates to Collection – All staff are now working on the backlog of updates to our collection, so work is progressing at a more rapid pace.

Marin County Law Library
Regular Meeting of the Board of Trustees
March 16, 2021

Committee Reports

1. **Advisory Budget**

This will supplement the advisory budget committee report attached to the February 2021 agenda.

The advisory budget committee met again on March 3, 2021 for an hour or so. In attendance this time was Steven Feller, whose exceptional qualifications are known to all.

Steven expressed his opinion that the library presently has a very solid collection of printed materials, and it was the consensus of the committee that the board should proceed with caution before it starts eliminating any more print subscriptions, so that when the library does finally reopen for use of print subscriptions it will have the same solid collection as at present.

Last month the filing fees income was in the neighborhood of \$15,000, which was a considerable increase from the \$9000 or so average for the many months prior and which had put the library in the operating deficit described in the committee's February 2021 report.

The committee decided to wait to see what this month's filing fee income was before proceeding further in its deliberations, hoping that the \$15,000 for last month was an improving trend. Unfortunately, it is now become known as of March 10, 2021 that the filing fees for this month (reflecting January 2021 filings) is again down around the \$9000 range.

It is the opinion of the author of this report that the committee wait to see what the filing fees are for next month (reflecting February 2021 filings) before proceeding further in considering making print publication cuts.

TO: Marin County Law Library Board of Trustees
FROM: Sam Ware, Trustee
DATE: March 10, 2021
RE: EDD/ADP Payroll Reporting Issue

Regarding the ongoing EDD/ADP payroll reporting issue, I'm pleased to report the following:

According to Laurie's conversation with EDD, EDD is willing to consolidate all reporting under a single number which can then be turned over to ADP to do all the EDD calculations. What is required is a board resolution and the completion of whatever forms or other writings EDD requires.

I have asked a CPA friend of mine whether he sees any issues with making this change and he did not.

Neither do I.

The only comment my CPA friend made was we should do our best to try to make this change retroactive to January 1, 2021 so that all EDD filings in the tax year 2021 are under a single number.

I've also spoken with Jason Fried, the director at a similarly affected special district LAFCO, and he confirmed that they too have consolidated all their EDD reporting under a single number.

February 9, 2021

Payroll/Financial Report for Marin County Law Library

Summary:

Today I (Alyssa Schiffmann) met with Laurie and Sam to discuss the payroll issue the MCLL is having with the Employment Development Department (EDD), due to the two different EDD account numbers that the MCLL has for payroll. We filed required the quarterlies for 12/31/20 and paid two penalties (approximately \$146 total), so now both EDD account numbers are current and in good standing.

Laurie and I also discussed possible pathways forward to smoother payroll and budgeting processes.

Background:

The County of Marin has been taking measures in the past several years to shift the payroll and administrative duties to the local agencies for whom the County was performing these duties previously. In 2020, the County stopped processing the MCLL's payroll and shifted the MCLL to the ADP payroll service.

ADP cannot accommodate filing the MCLL's required EDD quarterly reports (DE9 & DE9C) for two different EDD numbers (starting with 699 & 800), so ADP's reports started being rejected by the EDD in 2020 (prior to ADP, the County was filing these reports separately on behalf of the MCLL). Laurie started filing the quarterlies on the EDD website in 2020, but a few penalties were incurred during the transition.

ADP makes all the tax payment deposits under one EDD account number and fortunately the EDD is recognizing these payments and moves the monies to the relevant MCLL EDD account numbers, so there was no interest due on unpaid tax liabilities.

Today we filed the EDD's required quarterly reports through the most recent quarter ending 12/31/20, and paid all the fines due, so the MCLL EDD accounts are currently in good standing. However, March 31, 2021 marks the end of 2021 Q1 and quarterlies will once again be due by April 30, 2021.

Payroll Recommendations:

In order to keep the MCLL's EDD accounts in good standing, I recommend the following actions for handling quarterly EDD tax filings, listed below. #1 (&2) must be followed unless #3 is completed.

1. The Status Quo: Keep filing the DE9/Cs on the EDD website (Laurie or Alyssa ["Staff"] can complete).
 - a. ***Action Required***: *In addition to filing the quarterly reports, make sure the ADP tax payments are being applied appropriately between the two EDD accounts*
 - b. **Advantage**: The EDD accounts will be in good standing and no fees will be incurred.
 - c. **Disadvantage**: It will take staff time to file the reports, when this is a service that usually comes with ADP's service.

2. Improve ADP Reporting: Contact ADP to see if they can correctly file the DE9/C under the 699 account number, reporting *all of the taxes besides SIT*. For quarter ending 12/31/20, ADP reported SIT under the 699 number; this will likely be rejected by the EDD. If ADP can file the 699 reports correctly (with ETT, SUI, etc, but not SIT), Staff can file the DE9/Cs online for the 800 account reporting SIT; SIT is the easier report to make.
 - a. ***Action Required***: **Staff needs to call ADP to correct the 699 reporting issue**
 - b. **Advantage**: Saves staff time, by only having to file the quarterly 800 reports
 - c. **Disadvantage**: Staff still has to file the 800 quarterlies; this is usually included in ADP's service.

3. Merge the two EDD accounts numbers: We have conflicting information as to whether this is possible, but this would be ideal: ADP would then file the MCLL's quarterlies.
 - a. ***Action Required***: **Contact the EDD and/or an attorney to find how if and how to complete this.**
 - b. **Advantage**: Staff will save time by no longer having to file the EDD quarterlies
 - c. **Disadvantage**: It will be time-consuming to get an answer, especially from the EDD, as they are bogged down with COVID issues currently.

Budgeting Recommendations:

In order to make other aspects of the MCLL's finances be more efficient, I recommend the following:

1. Obtain the QuickbooksPro (QB) software and start writing checks directly from QB. Decide whether MCLL will issue QB checks out of the MCLL's County fund, or open an outside bank account
 - a. ***Action Required*: Purchase the software (desktop version is \$199.99)**
 - b. **Advantage:** MCLL's financial reports will be readily available and accessible in real-time; no longer tied to the County for budget reports.
 - c. **Disadvantage:** None

2. Decide if the MCLL would like to open a bank account outside of the County's system (in addition to the bank account with the County)
 - a. ***Action Required*: Confer with the County and MCLL BOD about issues regarding opening an outside bank account; setup account.**
 - b. **Advantage of an outside account:** More independence from the County system (MUNIS), which can be cumbersome. Don't need to post payroll transactions to MUNIS. Don't need to upload the file of checks written MUNIS if issued from outside bank account. Can make timely payments via ACH (to the EDD, for example).
 - c. **Disadvantage:** Could lose some interest on monies if in an outside account. Need to make sure appropriate internal controls are in place if the County is no longer providing oversight by requesting receipt copies in order to pay a vendor.

Please feel free to contact me if you have further questions.

Sincerely,

Alyssa Schiffmann

alyschiffmann@yahoo.com

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Tuesday, March 16, 2021 at 5:15 p.m.

BOARD OF TRUSTEES:
Kristine Fowler Cirby, Esq., President
Tracy Barrett, Esq., Vice President
Sam Ware, Esq.
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr., Esq., MLIS

RESOLUTION 2021-1

WHEREAS the Law Library Board of Trustees at its regularly scheduled board of trustees meeting on March 16, 2021 confirmed that MCLL's current payroll services provider is unable to report MCLL's CA Payroll Taxes under two different Tax ID numbers, and

WHEREAS the CA Employment Development Department (EDD) will allow MCLL to combine its two existing Tax ID Numbers into one single Tax ID Number beginning with the numbers "699" for the purpose of reporting payroll taxes to the EDD, and

WHEREAS the Law Library Board of Trustees have determined that it is in the best interests of the Law Library to facilitate the reporting and filing of all of MCLL's payroll taxes to the State of CA by its current payroll services provider,

NOW THEREFORE BE IT RESOLVED that Resolution 2021-1 authorizing combining the Law Library's two CA Tax ID Numbers into one single Tax ID Number beginning with the numbers "699" is Approved.

Trustee _____ moved for approval of Resolution 2021-1.

Trustee _____ seconded the motion for approval.

Vote: _____ Ayes _____ Noes _____ Abstention(s)

Motion passed.

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library

Updated COVID-19 Site-Specific Protection Plan (SPP)

Business Name: Marin County Law Library

Facility Address: 20 North San Pedro Road, Suite 2007, San Rafael, CA 94903

This COVID-19 SPP was most recently updated on: March 12, 2021

The person(s) responsible for implementation of this Plan is:

Laurie Vaala-Olsen

Law Library Director

Name

Title

I, Laurie Vaala-Olsen certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Laurie Vaala-Olsen

Name

Signature

MCLL Hours of Operation for Public shall be:

10:00 a.m. – 2:00 p.m. Monday through Thursday

Director's Hours shall be:

8:30 a.m. – 5:30 p.m. Monday through Thursday

8:30 a.m. – 12:00 p.m. Friday

Staff Shifts shall be:

9:30 a.m. – 2:30 p.m. Monday through Thursday (1 - 2 employees)

2:00 – 6:00 p.m. Monday and Wednesday (1 employee)

Flexible Hours for Staff Working Remotely, who will provide legal research, website support, and maintenance of online collection database up to 6 hours per week.

- Public access will be by appointment only with no more than 3 patrons in the Law Library at a time. The main entrance door to the Law Library shall remain locked with access provided by Law Library Staff.
- The public must contact the Law Library by email or telephone to schedule an appointment. Appointments will be one hour long. Walk-ins will be admitted if there are no scheduled appointments at the time they arrive and as space permits up to the maximum number of 3 patrons Monday through Thursday.
- Patrons will be required to provide their name, address, email, telephone number, and State Bar Number, if applicable, in the event there is a need for contact tracing.
- All patrons visiting the Marin County Law Library will be required to wear face coverings over their nose and mouth at all times while in the building. Patrons are required to provide their own face mask. Those who refuse to wear a mask will not be allowed entry into the Law Library.

- Members of the public will be required to use hand sanitizer upon entering the Law Library.
- Signage will be posted at each public entrance to the Law Library to inform all employees and patrons that they should:
 - Avoid entering or using the facility if they have COVID-19 symptoms;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear face coverings, as appropriate; and
 - Do not shake hands or engage in any unnecessary physical contact.

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected.
- All employees have been provided with or have administered to themselves symptom and/or temperature screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows CDC Guidelines.

Prior to the start of a work shift, staff will report by email or phone to the director their status of the following:

- *Have you had any signs or symptoms of a fever in the past 24 hours, such as chills, sweats, felt "feverish" or had a temperature that is elevated for you/100.4 F or greater?*
- *Do you have any of the following symptoms:*
 - ◆ *Cough*
 - ◆ *Shortness of breath or difficulty breathing*
 - ◆ *Fatigue*
 - ◆ *Muscle or body aches*
 - ◆ *Headache*
 - ◆ *New loss of taste or smell*
 - ◆ *Sore throat*
 - ◆ *Congestion or runny nose*
 - ◆ *Nausea or vomiting*
 - ◆ *Diarrhea*
- *Have you traveled internationally or outside of state in the last 14 days? Or, have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19?*
- Employees who are sick or exhibiting symptoms of COVID-19 will be directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.

- Employees will be provided with all required protective equipment (i.e., face mask, face shield, gloves) which employer will ensure is worn properly at all times.
- Employees are provided with and shall use protective equipment when receiving shipments of print publication updates. Employees will wear protective gloves to place publication updates in a designated corner of the Quiet Room for 72 hours. Following the quarantine period, employees will wear protective gloves to open packages and process the print publication updates.
- Face coverings, including a face mask and a face shield, are required for employees when they are in the vicinity of others. Face coverings are not shared at this worksite.
- Employees take reasonable measures to communicate with the public that they should use face coverings.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
 - Computer Workstations (Desktop and Keyboards) - Disinfecting Wipes will be provided to patrons to wipe down the desktops and keyboards on public access computer workstations prior to their use of same.
 - Copier - Disinfecting wipes will also be provided for patrons to disinfect the public access copier prior to its use by patron.
- Schedule:
 - Break rooms: Equipped with disinfecting wipes and/or disinfecting spray and paper towels for cleaning table, microwave, refrigerator, and any other items touched by employee following an employee's use of the room.
 - Bathrooms: NA
 - Handrails/door handles/counters: Disinfected frequently through-out the day and every evening after Law Library has closed to the public.
 - Scanners: Disinfected after each use by staff.
 - Telephones: Disinfected twice daily; once during lunch hour and again at end of day after Law Library has closed to public.
 - ◆ Staff Telephone – Staff will use front desk telephone during entire shift. Public will not be allowed to use staff telephone.
 - ◆ Director Telephone – Director will use only director's telephone during work shift.
 - Hand/held devices (payment portals, staplers, staple removers, paper punchers, writing implements, rulers, etc.): Disinfecting wipes will be available to public for disinfecting handheld devices prior to using them.
 - ◆ Staff devices will be kept separate from devices used by public and will be disinfected at end of day.
 - ◆ Public will be advised to disinfect devices prior to use by wiping with disinfecting wipe provided by staff.

- Custom equipment and tools (library carts): Wiped down after use or twice daily; once during lunch hour and again at end of day after Law Library closes to public.
- Patron entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes. Hand sanitizer will be available at the front desk upon entering the Law Library. Patrons must request sanitizing wipes from staff for use at public access computers and public access copier.
- Hand washing facilities are not available in the Law Library, but ample hand sanitizer will be available for staff and patrons to use.
- Restroom facilities: Patrons will be able to use the restroom facilities in the hallway adjacent to HHS. The restrooms are cleaned by County of Marin Custodial Staff. The County is responsible for maintaining the public restroom in Building 20 and for ensuring that it is operational and stocked at all times with additional soap, paper towels, and hand sanitizer supplied when needed.
- Sanitizing supplies are provided to promote employees' personal hygiene. This includes tissues, no-touch trash cans, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approved for use against COVID-19 list.
- Business hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures. Law Library hours of operation will be reduced to allow for thorough daily disinfecting of Law Library.
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Staff will wipe down tables between each patron use.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart. Only 1 employee will be allowed in break room at a time. Sanitizing wipes will be stocked in break room at all times. At end of break, Staff will be required to wipe down all surfaces touched by staff during break.
- Tape or other markings have been placed at least six feet apart in patron line areas at front desk, copier and on sidewalks or other walkways near public entrances with signs directing patrons to use the markings to maintain distance. Only 1 patron at a time is allowed to approach front desk for assistance.
- Patrons are permitted to bring one small handbag or one small briefcase into the Law Library with them.
- All desks or individual workstations are separated by at least six feet.
 - Patrons will be limited to 1 person per table with signage on every table when the Law Library makes print publications available to the public, which dates is yet to be determined.
 - Desk carrels (not the computer work stations) will not be used and will be marked

off limits with caution tape

° Patrons will be allowed to use 3 of the 4 computer workstations but NOT the desk carrels next to the computer workstations, which will be marked off limits with caution tape.

Business/Industry (Library) Best Practices

- Patrons will be allowed to use only 3 of the public access computers and the legal databases and other legal resources available on the computers.
- Patrons will not be allowed access to the print collection. Tests have shown that the coronavirus can remain active on print materials up to 3 days following human contact, so these resources are off limits.
- Once the Law Library allows public access to its print collection, books accessed by patrons within the Law Library must be quarantined following a single use.
- Used books will be placed in the Quiet Room within a space marked "off limits" to patrons. Books shall remain there for 72 hours. Staff must wear face masks and gloves when placing books in the quarantine location and upon returning quarantined books to the shelves.
- All new business operations will continue to be accessible to patrons and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.

Notification of COVID-19 Positive Case at your Worksite

- County of Marin Public Health will be notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at **415-473-7191**.

Training

Employees have been trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines. If employee does not have a thermometer at home, employee's temperature will be taken with a non-contact thermometer by Law Library Director prior to employee entering the Law Library.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or

face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:
 - Face masks must cover the nose and the mouth.
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed by employee after each shift unless they are disposable.

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.

Exhibit A – Physical Distancing for Operating Indoors²

Date Law Library Granted Permission to Operate Inside Services: August 31, 2020

- The number of individuals allowed indoors at any one time is limited to 5 which allows for patrons and employees to easily maintain at least six-foot distance from one another at all practicable times.
- An employee will be assigned during all operating hours to ensure that the maximum number of patrons indoors is not exceeded.

²Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksite Specific Plan when your business type is permitted to do so.