

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

Tuesday, May 18, 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: **May 18, 2021 05:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89577574920>

Meeting ID: **895 7757 4920**

Passcode: **417605**

One tap mobile

+16699006833,,89577574920#,,,,*417605# US (San Jose)

+12532158782,,89577574920#,,,,*417605# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 895 7757 4920

Passcode: 417605

Find your local number: <https://us02web.zoom.us/j/89577574920>

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 April 20, 2021 Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
 - 3.1 April 2021 Fiscal Report
 - 3.2 May 2021 Warrants

4. Librarian's Report
5. Committee Reports
 - 5.1 Advisory Budget
 - 5.2 Fundraising for Network Equipment Replacement
 - 5.3 Civic Engagement
6. Old Business
 - 6.1 **Discussion and Action Item:** Discuss and Approve Updates to Site Specific Protection Plan for Law Library
7. New Business
 - 7.1 **Discussion and Action Item:** Approve Purchase of Faronics Reboot Restore Security Software to Replace Current Reboot Restore Software on Patron Computers
 - 7.2 **Discussion and Action Item:** Approve New Contract with Westlaw to Secure Pandemic-Related Cost Savings and Future Cost Savings
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

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

Upcoming Events FYI:

- Lawyers in the Library – 5/27/21 and 6/10/21
- First Thursdays at the Law Library – 6/3/21; Featured Speaker: Amanda Hartrey, MA, LMFT, Family Consultant, Family Caregiver Alliance
- Deadline to Submit Reports for June Board Meeting: 6/9/21

* 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.

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

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

Tuesday, April 20, 2021 at 5:15 p.m.
By Remote Connection

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

Vice President Tracy Barrett called the meeting to order at 5:15 p.m. and thereafter presided.

1. Approval of Minutes

1.1 Minutes of March 16, 2021 Regular Board Meeting – Denise moved for approval of the Minutes as presented; Walter seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

1.2 Minutes of April 6, 2021 Special Board Meeting – Denise moved for approval of the Minutes as presented; Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – There was one comment from the public.

3. Financial Report

3.1 March 2021 Fiscal Report

The Fiscal Report for March 2021 was attached to the agenda packet. MCLL began the month of March with \$118,801 in its fund and ended the month with \$115,669, a net loss of \$3,132. Filing Fee Revenue for March was \$9,205 and March Expenses totaled \$12,336. YTD Revenue (7/1/20 – 3/31/21) was \$158,097 and YTD Expenses were \$118,096 leaving a FY 2020-2021 budget balance of \$40,001.

3.2 April 2021 Warrants

Atypical expenses on the April Warrants list included \$85 for renewal of MCLL's subscription to Copware, \$170 for renewal of our subscription to Courtroom Compendiums (Bell's Search & Seizure), and \$300 for renewal of the online host of our catalog – Media Flex, Inc. There were 3 pay periods in April. Walter moved for approval of the Warrants as presented; Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report – Attached to April 2021 Agenda Packet. Laurie added that the letter writing campaign to support CCCLL's request to the Legislature for funding for California County Law Libraries in the FY 2021-2022 State Budget had a significant impact and County Law Libraries are still included in the Legislature's preliminary budget plans.

5 Committee Reports

5.1 Advisory Budget – No report.

5.2 Fundraising for Network Equipment Replacement – Donald reported that he and Jonathan have been working on strategy for MCLL's funding requests. Walter will join the effort when his schedule frees up next month.

5.3 Civic Engagement – See committee report attached to agenda. Denise reported that Otis Bruce, Jr. will speak at the May 6 First Thursdays event, and shared ideas for possible future classes that could be offered at the Law Library. April was National Fair Housing and National Poetry Month. Amanda Hartrey of Family Caregiver Alliance will speak at the June 3 First Thursdays event.

6 Old Business – None.

7. New Business

7.1 Approve Resolution 2021-2 Adopting FY 2021-2022 Projected Budget for Marin County Law Library

Laurie requested that the board formalize its adoption of MCLL's FY 2021-2022 Projected Budget on April 6, 2021 by approving Resolution 2021-2 (attached to agenda packet). Donald moved to approve Resolution 2021-2 as presented; Denise seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – None offered.

9. Adjournment

All relevant business having come before the board, Walter moved to adjourn the meeting and Jonathan seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:06 p.m. The next board meeting will be held on Tuesday, May 18, 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	Actual March 2021	Actual April 2021	Projected May 2021	Projected June 2021	Actual July-April 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	\$ 118,801	\$ 115,669	\$ 110,708	\$ 112,556	\$ 105,451	\$ 112,583	
Revenue																
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,573	\$ 15,887	\$ 9,205	\$ 11,417	\$ 16,403	\$ 14,583	\$ 105,451	\$ 136,437	\$ 175,000
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 709	\$ 1,043	\$ 2,000
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 100	\$ 600	\$ 3,000
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 726	\$ 892	\$ 1,000
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ -	\$ 1,534	\$ 9,200
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ -	\$ 16	\$ 100
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 300	\$ 634	\$ 2,000
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ -	\$ 334	\$ 2,000
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738	\$ 83	\$ 83	\$ 62,966	\$ 63,132	\$ 1,000
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ -	\$ 2,500	\$ 15,000
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 9,783	\$ 9,573	\$ 15,887	\$ 9,205	\$ 12,155	\$ 19,345	\$ 17,525	\$ 170,251	\$ 207,121	\$ 210,300
Expenses																
Staff																
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,634	\$ 4,134	\$ 4,134	\$ 4,134	\$ 6,200	\$ 4,500	\$ 4,500	\$ 42,435	\$ 51,435	\$ 54,000
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 1,068	\$ 583	\$ 1,167	\$ 1,263	\$ 2,881	\$ 2,333	\$ 2,333	\$ 8,090	\$ 12,756	\$ 28,000
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 353	\$ 292	\$ 329	\$ 335	\$ 563	\$ 417	\$ 417	\$ 3,232	\$ 4,066	\$ 5,000
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 83	\$ 68	\$ 77	\$ 78	\$ 132	\$ 100	\$ 100	\$ 756	\$ 956	\$ 1,200
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,309	\$ 1,123	\$ 1,123	\$ 1,123	\$ 1,123	\$ 917	\$ 917	\$ 10,334	\$ 12,168	\$ 11,000
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 561	\$ 761	\$ 1,200
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 160	\$ 137	\$ 43	\$ 98	\$ 133	\$ 133	\$ 623	\$ 889	\$ 1,600
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Subtotal:														\$ 66,031	\$ 83,031	\$ 102,000
Administrative Expenses																
521610 Insurance - Subtotal	\$ -	\$ 722	\$ -	\$ 1,476	\$ 722	\$ -	\$ 1,670	\$ 531	\$ -	\$ -	\$ -	\$ 375	\$ 375	\$ 5,120	\$ 5,870	\$ 4,500
USLI	\$ 271	\$ 271	\$ -	\$ 271	\$ 271	\$ -	\$ -	\$ 531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Complete Equity Markets Hartford	\$ 421	\$ 451	\$ -	\$ 1,476	\$ 451	\$ -	\$ 1,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522210 Memberships/Prof Develop.	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 180	\$ 420	\$ -	\$ -	\$ -	\$ 225	\$ 225	\$ 660	\$ -	\$ 2,700
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCBA	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 477	\$ -	\$ 102	\$ 86	\$ 957	\$ 120	\$ 300	\$ 250	\$ 250	\$ 2,676	\$ 3,176	\$ 3,000
522310 Projects (ADP Payroll & EDD Fines)	\$ 121	\$ -	\$ -	\$ -	\$ 199	\$ 136	\$ 136	\$ 295	\$ 141	\$ 141	\$ 211	\$ 417	\$ 417	\$ 1,259	\$ 2,093	\$ 5,000
522930 Copy Machines DeLage Landen HiTech Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 2,000	\$ 12,000
Tel/Internet Subtotal:														\$ 7,368	\$ 7,397	\$ 10,000
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154	\$ 154	\$ 154	\$ 464	\$ 772	\$ 1,848
Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 482	\$ 191	\$ 201	\$ 191	\$ 191	\$ 191	\$ 191	\$ -	\$ -	\$ 1,636	\$ -	\$ -
AT&T Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 105	\$ 109	\$ 115	\$ 115	\$ 110	\$ 100	\$ 100	\$ 1,067	\$ 1,267	\$ 1,200
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 175	\$ 350	\$ 350	\$ 525	\$ 175	\$ 579	\$ 579	\$ 4,200	\$ 5,358	\$ 6,952
Admin Sub.														\$ 17,083	\$ 18,444	\$ -

	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	Actual March 2021	Actual April 2021	Projected May 2021	Projected June 2021	Actual July-April Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
Collection																	
522815 Publications Upkeep														Collection Sub	\$ 52,098	\$ 63,892	\$ 71,000
Other		\$ -				\$ -			\$ 1,988	\$ -	\$ 255	\$ 667	\$ 667	\$ 2,243	\$ 3,577	\$ 8,807	
CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,006	\$ 550	\$ 453	\$ 335	\$ 883	\$ 1,457	\$ 1,250	\$ 1,250	\$ 13,312	\$ 15,812	\$ 15,000	
Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 240	\$ 1,350	\$ -	\$ 32	\$ 64	\$ 583	\$ 583	\$ 3,192	\$ 4,358	\$ 7,000	
WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 21,717	\$ 26,147	\$ 26,193	
West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,184	\$ 1,182	\$ 1,182	\$ 11,635	\$ 13,998	\$ 14,000	
522410 Book Binding														\$ -	\$ -		
Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,371	\$ 10,210	\$ 16,162	\$ 14,427	\$ 14,373	\$ 12,336	\$ 17,116	\$ 17,497	\$ 17,497	\$ 135,212	\$ 165,367	\$ 210,200	
Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 118,801	\$ 115,669	\$ 110,708	\$ 112,556	\$ 112,583				

*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	11,416.60
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	16,402.85
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	121,854.23

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
MAY TOTALS	238,047.24	212,718.64	187,747.91	167,760.14	158,493.86	153,442.33	151,854.76	158,837.48	154,262.60	154,585.26	121,854.23

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

Marin County Law Library
May 2021 WARRANTS
(Account Balance \$110,778.00)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 106.02	\$ 106.02
2	CEB (\$1,728.53 for Print, \$334.92 for OnLAW)	\$ 2,063.45	\$ 2,063.45
3	Comcast Business	\$ 190.81	\$ 190.81
4	Kaiser	\$ 1,123.22	\$ 1,123.22
5	Lexis	\$ 64.46	\$ 64.46
6	SPTJ (Chien Liew Consulting)	\$ 1,750.00	\$ 1,750.00
7	US Bank (Craigslist, Target and MCBA Membership)	\$ 250.94	\$ 250.94
8	Westlaw Next	\$ 2,215.08	\$ 2,215.08
9	West Publishing	\$ 1,184.43	\$ 1,184.43
	Totals:	\$ 8,948.41	\$ 8,948.41

Salaries: \$5,973.62

Total Expenses: \$14,922.08

Total Revenue Available:	\$ 110,778.00
Total Expenditures (proposed):	\$ 14,922.03
Remaining Cash Balance:	\$ 95,855.97

Regular Meeting of the Marin County Law Library Board of Trustees
May 18, 2021

Librarian's Report

1. Reopening

- **Computers** – Public access computers have been tested for currency of links and printing capabilities; old files and documents have been deleted. We are using a new security software under a free trial and I expect to purchase it for permanent use.
- **ADA Access** – I purchased a wireless doorbell for the ADA entrance to the Law Library, which is located at the Health & Human Services entrance on the opposite side of Building 20. The doorbell rings to the Law Library without disturbing HHS or its IT Department and allows the entrance doors to remain locked during this period of limited access to the Law Library.
- **Copiers & Printers** – Black and White Xerox Copier and Printer 2 have been tested and are operating properly.
- **Marin County/City/Town Public Library Reopenings** – Access to public libraries remains very limited with many libraries allowing 30 minutes of in-person browsing during a 3–4-hour window of operating hours one to four days per week. However, the Civic Center Public Library is allowing 30 minutes of in-person browsing during a 4-hour window only one day per week. The main branch of the San Rafael Public Library located in downtown San Rafael still is not open for in-person services. Curbside services during limited periods of time continue to be offered at many library sites.
- **MCLL Operating Hours** – Current operating hours are Mondays through Thursdays from 10:00 a.m. to 2:00 p.m. by appointment and for access to public computers only. No access to print collection or worktables. Walk-ins are allowed as computer availability permits. Masks and maintaining 6 feet of social distance from others are required while using the law library.

2. Staffing

I have received many applications for the Law Library Administrative Assistant position and interviewed several candidates. Michelle departs at the end of May and I expect to have a replacement hired before she leaves.

3. ADP Payroll Tax Filing Issue

ADP filed only part of the Law Library's required reporting for the first quarter of 2021, despite the Law Library having combined both EDD accounts into one account.

4. Updates to Collection

A volunteer will be coming in later in the month to work on the remaining CC&R Updates, which will bring the Law Library current with updates for all publications in its collection.

5. Trustee Position on MCLL Board Will Become Available in June 2021

As of May 13, 2021, there have been no applicants for the trustee position which will become available on June 20 when Sam departs. The application form for the trustee position is available from a link on the Law Library website and on the home page of the Marin County Superior Court website.

6. CCCLL Spring Meeting to Be Held Virtually on May 17, 2021

CCCLL will hold its Spring Meeting virtually on May 17. Agenda topics include the funding request for county law libraries in the FY 2021-2022 State Budget, the statewide project to create a forms database accessible by all county law libraries, and a training providing legal updates regarding required COVID prevention and workplace safety for reopening county law libraries.

**Proposed Update to March 16, 2021 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; Amended March 16, 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)

1:00 – 5:00 p.m. Tuesday and Thursday (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 6 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 6 patrons Monday through Thursday.
- 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. ***This policy shall remain in effect until local and state requirements permit inside access without masks and only if the Law Library is permitted to require proof of vaccination from patrons. Cal OSHA requirements will be followed for inside services.***

- Members of the public will be required to use hand sanitizer upon entering the Law Library. ***When the Law Library deems it safe to allow access to the print collection, patrons will be required to use hand sanitizer upon entering the Law Library AND to wear gloves while in the Law Library. The Law Library will provide gloves.***
- 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 daily 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 provided there is 6 feet of distance between tables nearby with signage on every table when the Law Library makes print publications available to the public, which dates is yet to be determined.

- Desk carrells (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 carrells 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 *until it is deemed safe to do so, which will be in accordance with CDC, State, Local and Industry safety protocol guidelines and at the Law Library's discretion.* 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, *patrons will be required to clean hands with hand sanitizer upon entering the Law Library and to wear gloves at all times. Books in the print collection will not be quarantined following patron use.*
- 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.