

**Notice of Regular Monthly Meeting of  
Marin County Law Library Board of Trustees  
Marin County Law Library  
20 North San Pedro Road, Suite 2007  
Conference Room  
San Rafael, CA 94903**

**Tuesday, December 14, 2021, at 5:15 P.M.**

Due to the continuing threat of COVID-19, the meeting will be conducted by remote connection.

Pursuant to AB 361 (Enacted September 16, 2021) and Government Code section 54953(e), 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 or by telephone by calling in to the telephone number below:**

Topic: **MCLL 12/14/21 Board Meeting**

Time: **Dec 14, 2021 05:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83561118744>

Meeting ID: **835 6111 8744**

Passcode: **987398**

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Meeting ID: 835 6111 8744

Passcode: 987398

Find your local number: <https://us02web.zoom.us/j/83561118744>

**Agenda**

**Call to Order\***

1. Consent Calendar
  - 1.1 Approval of Minutes of November 23, 2021, Regular Board Meeting
  - 1.2 December 2021 Warrants
  
2. Open Time for Public Expression

3. Financial Report
  - 3.1 November 2021 Fiscal Report
4. Librarian's Report (see written report)
5. Committee Reports
  - 5.1 Civic Engagement
6. Old Business
  - 6.1 **Discussion and Action Item:** Discussion re End-of-Year Donation Letter
7. New Business
  - 7.1 **Discussion and Action Item:** Discussion re Director's Resignation and Search for New Director
  - 7.2 **Discussion and Action Item:** Discussion re Community Service Programs During Transition to New Director
  - 7.3 **Discussion and Action Item:** Holiday Bonus Payments to Staff and Director
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, January 18, 2022, at 5:15 p.m.

**Upcoming Events FYI:**

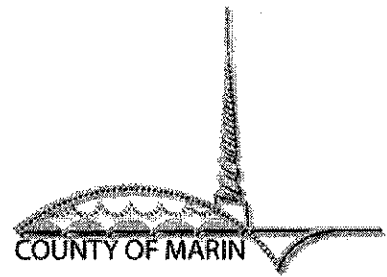
- Lawyers in the Library – No event on 12/23/21; next event will be 1/13/22
- First Thursdays at the Law Library – 1/6/22: Joint Presentation by Marin DA Lori Frugoli and Marin Assessor/Recorder Shelly Scott re Deed Fraud
- Deadline to Submit Reports for January 18, 2022 Board Meeting: 1/11/22

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\* 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](mailto: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](http://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



*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  
Denise Bashline  
Jonathan Frieman, J.D.  
Donald Drummond, Esq.  
Walter Cook, Jr, Esq., MLIS

Tuesday, November 23, 2021, at 5:15 p.m.  
By Remote Connection

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

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

## 1. Consent Calendar

1.1 Approval of Minutes of October 19, 2021, Regular Board Meeting

1.2 November 2021 Warrants

1.3 Adopt Resolutions 2021-3, 2021-4, and 2021-5 Memorializing Trustees' Votes at  
October 19, 2021, Board Meeting Approving Renewal of Kaiser Policy of Health Care  
Insurance for Director (Agenda Item 7.1) and Wage Increases for Staff and Law Library  
Director (Agenda Item 7.6)

Tracy moved to approve the Consent Calendar as presented (the relevant documents were  
attached to agenda packet); Jonathan seconded. Motion passed: 4 Ayes, 0 Noes, 0  
Abstentions.

2. Open Time for Public Expression – There were no comments.

## 3. Financial Report

### 3.1 October 2021 Fiscal Report

The Fiscal Report for October 2021 was attached to the agenda packet. MCLL began the  
month of October with \$204,892 in its fund and ended the month with \$205,762, a net gain of  
\$870. Filing Fee Revenue for October was \$18,388; Expenses totaled \$18,271. YTD  
Revenue (7/1/21 – 10/31/21) was \$158,175 and YTD Expenses were \$59,140 leaving a FY  
2021-2022 budget balance of \$99,035.

4. Librarian's Report - a written report was attached to the agenda packet. It was missing page  
two, which contained notes about the November 2021 Warrants, comments regarding recent  
increases in staff compensation and a summary of the Marin County Superior Court Update.  
These items will be included in the December 2021 Librarian's Report. Laurie also reported  
that the Law Library is short 2 of 3 staff positions effective November 17, which resulted in the  
need to further reduce Law Library Operating Hours. The new operating hours are posted on  
the home page of the Law Library's website and in the Law Library.

5. Committee Reports

5.1 Civic Engagement – Denise reported that three attorneys from Legal Aid of Marin will speak at the December 2 First Thursdays at the Marin County Law Library event. In January 2022, Lori Frugoli from the District Attorney's Office and Shelley Scott from the Assessor/Recorder's Office will present about a new county program to protect the public from real estate deed fraud.

6. Old Business

6.1 Approve Renewal of Hartford Insurance for General Liability Policy

Laurie requested that the trustees renew the Law Library policy of general liability coverage with Hartford Insurance. Tracy moved to renew the general liability policy with Hartford for \$1,681 for the period 1/5/22 – 1/5/23; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7. New Business

7.1 Discuss and Approve Resolution 2021-6 Regarding Tele/Video Conference Meetings During The COVID-19 State of Emergency

Resolution 2021-6 detailed the reasons for continuing to hold board meetings remotely. Discussion ensued. Tracy moved to approve Resolution 2021-6 as amended (December board meeting date changed from 12/21/21 to 12/14/21); Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.2 Approve Budget for Outreach Efforts Regarding MCLL Community Service Programs

Laurie reported on the copy costs for making flyers about the Lawyers in the Library and First Thursdays at the Marin County Law Library programs and suggested a budget of \$1,000 for the fiscal year. Tracy moved to approve \$1,000 for publicity costs to promote Law Library events in FY 2021-22; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.3 Change Date of Next Board Meeting from December 21, 2021, at 5:15 p.m.

Denise moved to reschedule the December board meeting from December 21 to December 14; Tracy seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – As discussed at the meeting.

9. Adjournment

All relevant business having come before the board, Denise moved to adjourn the meeting and Jonathan seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 5:58 p.m. The next board meeting will be held on Tuesday, December 14, 2021, at 5:15 p.m. on Zoom.

Respectfully submitted,

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

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Laurie Vaala-Olsen, Ex-Officio  
Secretary

**Marin County Law Library December 2021 Warrants**  
 (Account Balance \$ 205,248)

| Item No. | Vendor  | Current Amount Due | Suggested Payment |
|----------|---|--------------------|-------------------|
| 1        | AT&T Calnet 3                                 | \$ 104.16          | \$ 104.16         |
| 2        | CEB ( \$294.67 for Print, \$341.59 for OnLAW) | \$ 636.26          | \$ 636.26         |
| 3        | Comcast Business                              | \$ 205.27          | \$ 205.27         |
| 4        | Kaiser  | \$ 1,175.40        | \$ 1,175.40       |
| 5        | Lexis   | \$ 478.87          | \$ 478.87         |
| 6        | SPTJ (Chien Liew Consulting)                  | \$ 350.00          | \$ 350.00         |
| 7        | US Bank (USLI,Sonic,Quill,QUILL,Costco )      | \$ 625.53          | \$ 625.53         |
| 8        | Westlaw Next                                  | \$ 2,087.84        | \$ 2,087.84       |
| 9        | West Publishing                               | \$ 1,184.51        | \$ 1,184.51       |
|          | <b>Totals:</b>                                | \$ 6,847.84        | \$ 6,847.84       |

**Salaries: \$5,648.10**

**Total Expenses: \$12,495.94**

|                                       |               |
|---------------------------------------|---------------|
| <b>Total Revenue Available:</b>       | \$ 205,248.00 |
| <b>Total Expenditures (proposed):</b> | \$ 12,495.94  |
| <b>Remaining Cash Balance:</b>        | \$ 192,752.06 |



|                            | Actual June<br>FY 2020-<br>2021 | Actual<br>July<br>2021 | Actual<br>August<br>2021 | Actual<br>September<br>2021 | Actual<br>October<br>2021 | Projected<br>November<br>2021 | Projected<br>December<br>2021 | Projected<br>January<br>2022 | Projected<br>February<br>2022 | Projected<br>March<br>2022 | Projected<br>April<br>2022 | Projected<br>May<br>2022 | Projected<br>June<br>2022 | Actual<br>July - Nov.<br>Subtotals | EST.<br>ANNUAL<br>TOTALS<br>Jul - June | FY 2021-2022<br>Approved<br>Projected<br>Budget |           |
|----------------------------|---------------------------------|------------------------|--------------------------|-----------------------------|---------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|----------------------------|----------------------------|--------------------------|---------------------------|------------------------------------|--|---|-----------|
|                            |                                 |                        |                          |                             |                           |                               |                               |                              |                               |                            |                            |                          |                           | <i>Tel/Internet Subtotal:</i>      | \$ 3,780                               | \$ 9,611  | \$ 10,000 |
| 521310 Sonic Email         |                                 |                        | \$ 24                    | \$ 24                       | \$ 24                     |                               | \$ 25                         | \$ 25                        | \$ 25                         | \$ 25                      | \$ 25                      | \$ 25                    | \$ 25                     | \$ 72                              | \$ 247                                 | \$ 300  |           |
| Comcast Internet           | \$ 191                          | \$ 191                 | \$ 191                   | \$ 206                      | \$ 206                    | \$ 206                        | \$ 191                        | \$ 191                       | \$ 191                        | \$ 191                     | \$ 191                     | \$ 191                   | \$ 191                    | \$ 999                             | \$ 2,336                               | \$ 2,292  |           |
| AT&T Phone                 | \$ 113                          | \$ 115                 | \$ 110                   | \$ 105                      | \$ 103                    |                               | \$ 110                        | \$ 110                       | \$ 110                        | \$ 110                     | \$ 110                     | \$ 110                   | \$ 110                    | \$ 433                             | \$ 1,203                               | \$ 1,320  |           |
| SPTJ                       | \$ 263                          | \$ 788                 | \$ 1,138                 | \$ 175                      | \$ 175                    |                               | \$ 507                        | \$ 507                       | \$ 507                        | \$ 507                     | \$ 507                     | \$ 507                   | \$ 507                    | \$ 2,275                           | \$ 5,824                               | \$ 6,084  |           |
|                            |                                 |                        |                          |                             |                           |                               |                               |                              |                               |                            |                            |                          |                           | Admin Sub.                         | \$ 7,694                               | \$ 17,057                                       |           |
| <b>Collection</b>          |                                 |                        |                          |                             |                           |                               |                               |                              |                               |                            |                            |                          |                           |                                    |  |   |           |
| 522815 Publications Upkeep |                                 |                        |                          |                             |                           |                               |                               |                              |                               |                            |                            |                          |                           | Collection Sub                     | \$ 22,580                              | \$ 54,710                                       | \$ 55,000 |
| Other                      | \$ -                            | \$ -                   |                          |                             |                           |                               |                               |                              |                               |                            |                            |                          |                           | \$ -                               | \$ -                                   |   |           |
| CEB                        | \$ 2,349                        | \$ 675                 | \$ 845                   | \$ 645                      | \$ 1,719                  | \$ 1,377                      | \$ 1,015                      | \$ 1,015                     | \$ 1,015                      | \$ 1,015                   | \$ 1,015                   | \$ 1,015                 | \$ 1,015                  | \$ 5,262                           | \$ 12,367                              | \$ 12,178                                       |           |
| Lexis Nexis                | \$ 818                          | \$ 821                 | \$ 34                    | \$ 34                       | \$ 34                     | \$ 34                         | \$ 292                        | \$ 292                       | \$ 292                        | \$ 292                     | \$ 292                     | \$ 292                   | \$ 292                    | \$ 956                             | \$ 3,000                               | \$ 3,500  |           |
| WestLaw                    | \$ 2,130                        | \$ 2,088               | \$ 2,088                 | \$ 2,088                    | \$ 2,088                  | \$ 2,088                      | \$ 2,088                      | \$ 2,088                     | \$ 2,088                      | \$ 2,088                   | \$ 2,088                   | \$ 2,088                 | \$ 2,088                  | \$ 10,439                          | \$ 25,054                              | \$ 25,054                                       |           |
| West Publishing            | \$ 1,184                        | \$ 1,185               | \$ 1,185                 | \$ 1,185                    | \$ 1,185                  | \$ 1,185                      | \$ 1,182                      | \$ 1,182                     | \$ 1,182                      | \$ 1,205                   | \$ 1,205                   | \$ 1,205                 | \$ 1,205                  | \$ 5,923                           | \$ 14,289                              | \$ 14,268                                       |           |
| 522410 Book Binding        |                                 |                        |                          |                             |                           |                               |                               |                              |                               |                            |                            |                          |                           | \$ -                               | \$ -                                   |   |           |
| Expense Total:             | \$ 15,516                       | \$ 14,366              | \$ 14,987                | \$ 13,160                   | \$ 21,430                 | \$ 12,534                     | \$ 14,152                     | \$ 14,152                    | \$ 14,152                     | \$ 14,176                  | \$ 14,176                  | \$ 14,176                | \$ 14,176                 | \$ 74,184                          | \$ 172,611                             | \$ 169,900                                      |           |
| <b>Fund Balance</b>        | \$ 107,599                      | \$ 102,616             | \$ 203,865               | \$ 204,141                  | \$ 201,852                | \$ 205,248                    | \$ 206,649                    | \$ 205,268                   | \$ 203,887                    | \$ 202,482                 | \$ 201,077                 | \$ 199,673               | \$ 198,268                |                                    |  |   |           |

## MCLL COURT FILING FEE REVENUE

| FISCAL YEAR          | 2008/2009         | 2010/2011         | 2011/2012         | 2012/2013         | 2013/2014         | 2014/2015         | 2015/2016         | 2016/2017         | 2017/2018         | 2018/2019         | 2019/2020         | 2020-2021         | 2021/2022        |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <b>MONTH</b>         |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |
| JULY                 | 20,659.00         | 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            | 9,382.59         |
| AUGUST               | 19,922.00         | 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         | 22,888.81        |
| SEPT.                | 21,723.00         | 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         | 13,414.73        |
| OCTOBER              | 19,623.00         | 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         | 18,388.13        |
| NOVEMBER             | 19,115.00         | 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          | 15,930.29        |
| DECEMBER             | 20,339.00         | 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          | 14,865.21        |
| JANUARY              | 15,573.00         | 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             | 20,986.00         | 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                | 16,148.00         | 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                | 17,975.00         | 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                  | 19,948.00         | 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                 | 23,462.00         | 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             | 11,634.46         |                  |
| <b>ANNUAL TOTALS</b> | <b>235,472.53</b> | <b>260,296.77</b> | <b>230,610.81</b> | <b>204,385.29</b> | <b>182,611.11</b> | <b>174,589.13</b> | <b>169,679.33</b> | <b>164,783.38</b> | <b>173,090.01</b> | <b>170,059.22</b> | <b>154,596.88</b> | <b>133,488.69</b> | <b>94,869.76</b> |

| FISCAL YEAR        | 2008/2009         | 2010/2011         | 2011/2012         | 2012/2013         | 2013/2014        | 2014/2015        | 2015/2016        | 2016/2017        | 2017/2018        | 2018/2019        | 2019/2020        | 2020/2021        | 2021/2022        |
|--------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>NOV. TOTALS</b> | <b>121,381.00</b> | <b>133,473.64</b> | <b>119,173.66</b> | <b>106,186.40</b> | <b>93,650.32</b> | <b>91,504.19</b> | <b>85,401.05</b> | <b>84,677.38</b> | <b>91,732.11</b> | <b>85,374.87</b> | <b>88,305.45</b> | <b>59,369.19</b> | <b>94,869.76</b> |

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



**Regular Meeting of the Marin County Law Library Board of Trustees  
December 2021**

**Librarian's Report**

1. **Operations** - Current operating hours are:

|                            |                             |                   |
|----------------------------|-----------------------------|-------------------|
| <u>Mondays, Wednesdays</u> | <u>Tuesdays, Thursdays</u>  | <u>Friday</u>     |
| 8:30 - 5:30                | 8:30 - 12:30<br>1:30 - 5:30 | 8:30 - 12:00 Noon |

Exceptions:

Friday, 12/24 **CLOSED for CHRISTMAS**

Friday, 12/31 **CLOSED for NEW YEAR'S**

2. **Board Meetings in 2022** – I have included in the agenda packet a list of the monthly meeting dates for Law Library Board Meetings in 2022.
3. **Staffing** – At present the Law Library is very short-staffed. This is a result of the administrative assistant resigning abruptly recently and another staff member who is on leave until early January 2022. The sole remaining active staff member is working 8 hours per week and an occasional extra day or two. The administrative assistant position has been advertised on Craigslist and at several Bay Area colleges with Paralegal Studies Programs, however, there has not been much interest to date.
4. **Open Trustee Position on MCLL Board**  
One of the trustee positions remains unfilled. The application form for the position is available from a link on the Law Library website and on the home page of the Marin County Superior Court website.
5. **Annual Report to Board of Supervisors**  
While the text of the Annual Report was ready prior to October 15, significant discrepancies in the payroll figures between ADP records and Munis records prevented a timely submittal. The clerk of the Board of Supervisors was notified. On November 3, 2021 and again on November 15, 2021, I met with two DOF employees to review and reconcile the discrepancies. A final adjustment to the Munis budget figures for the Law Library's FY 2021 Budget has not been issued so I will submit the Annual Report to the Board of Supervisors with a note to that effect.
6. **Notes Regarding December Warrants** – U.S. Bank charge includes quarterly payment of Nonprofit D&O Liability Insurance premium; SPTJ includes one additional hour of work for troubleshooting of public access computer issue and Microsoft updates.
- The following items are from page two of the November 2021 Librarian's Report, which was inadvertently omitted from the November Agenda Packet, so they have been included in the December 2021 Librarian's Report.
7. **Notes Regarding November Warrants** – No unusual payments in November.
8. **Staff Compensation** – Staff were pleased to learn of the wage increase that will take effect in December 2021. They are encouraged to attend educational webinars and presentations regarding topics that will enhance their ability to assist Law Library patrons, such as COVID-19 and evictions/rent debt/mortgage foreclosures, new forms and new technologies.

9. **Marin County Superior Court Update** – I attended the MCBA General Meeting on October 27 to hear the court update by Presiding Judge Sweet and Court Executive Officer James Kim. After acknowledging the efforts of several judges, Judge Sweet presented court statistics regarding the number of filings in civil, family, criminal misdemeanor, felony and probate courts for the years 2018-2019 and 2020-2021. Civil filings dropped significantly in 2019-2020, which included the start of the COVID-19 pandemic shutdown. The court had no layoffs, no furloughs and no cuts, but experienced a lot of attrition so they have been hiring to build the staff numbers back up. Judge Sweet also announced the judicial assignments for 2021-2023; presiding judge – Chou, assistant presiding judge – Talamantes, civil – Sweet, Chou, Freccero, family – Lichtblau (supervising), Adams, Talamantes, criminal – Haakenson (supervising), Jordan and Chernus (veteran's), juvenile and trial cases – Wood, and probate – Simmons, who will also be the settlement judge. James Kim discussed the impacts of COVID-19 on the courts – the new cleaning protocols, vaccinations, the backlog in filings and financial shortfalls. He reported that the backlog in filings is a statewide problem and that the legislature had approved another round of backlog filing funding. Family law is up-to-date but filing reviews are about 2 weeks behind. The court was about \$1 million short last year and projects a \$1 million shortfall this year as well; they have strategies in place to handle the shortfalls. They are in the last fiscal year of planning for the new CMS system, which will include e-delivery of filings, an intermediate step before e-filing is fully implemented. The system will include automation through their bot technology to help with future filing backlogs. CMS is scheduled to go live in July 2022, but they will need time to work out the kinks so they will use the e-delivery system during the transition. Trainings will be offered in the use of the CMS system in 2022. The Local Rules Changes proposed for January 2022 were generated with a focus on smooth operation using the CMS. There is an aggressive scanning project that has been ongoing to digitize their records, which they expect to complete in 2022, making them a fully digital court. In addition, they are working on the court website to make it all-device compatible; it will be possible to switch between different languages and increase the size of the font in real time. They have hired 17 people since last June, including some high caliber folks from the private sector. James reported that there is a crisis in government and private sector hiring and retaining people which has been going on for a while. The presentation included time for a question-and-answer period at the end.

**Board Meeting Dates 2022**  
**All meetings are on Tuesday**

January 18

February 22

March 15

April 19

May 17

June 21

July 19

August 16

September 20

October 18

November 15

December 20

**Position Available – San Rafael  
Marin County Law Library  
Job Announcement: LIBRARY DIRECTOR**

**PRIMARY DUTIES:**

**1. Library Management:**

- At the direction of the Board of Trustees, manages the library's operations and leads the library's mission and vision.
- Serves as the secretary to the Board of Trustees and provides staff support to the Board.
- Seeks to continuously improve and promote the library and its programs and services to meet the needs of the community.
- Facilitates library events including but not limited to Lawyers in the Library and First Thursdays at the Marin County Law Library

**2. Financial Management:**

- Develops and controls annual budget and manages financial resources.
- Prepares and provides reports to the Board.
- Monitors and develops all sources of income, including court filing fee deposits.
- Manages and operates payroll for library staff.
- Supervises staff responsible for accounts receivable and accounts payable transactions, and works with County regarding financial transactions.

**3. Personnel Management:**

- Supervises staff, including hiring, training, scheduling, and discipline.
- Maintains positive working relationships with Board of Trustees, staff, patrons, Marin County Bar Association, professional organizations, and county or other government officials who provide services to the library.

**4. Business Administration:**

- Maintains all appropriate records, including financial accounting, personnel, tax reports and fund reconciliation.
- Negotiates contracts with all providers and manages all purchases.

**5. Law Librarian:**

- Provides extensive legal research assistance to patrons.
- Supervises all reference services to law library patrons and ensures patrons are appropriately assisted in use of law library resources.
- Participates in law library professional organizations in the furtherance of professional development and law library interests.
- Stays current with developments in the legal publishing and information industries and the legal profession.

## **DESIRED QUALIFICATIONS:**

### **Education:**

- Master's degree in library and information science from an A.L.A. accredited institution.

### **Professional Experience:**

- Demonstrated ability to work with a board of trustees.
- Background in supervision, management, leadership, and team building.
- Leadership and team management skills.
- Budget development, administration, and management experience.
- Library collection management expertise.

## **DEMONSTRATED COMPETENCIES IN THE FOLLOWING AREAS:**

- Critical thinking and creativity.
- Customer service addressing the diverse needs of law library patrons.
- Communications and public speaking skills.
- Negotiation skills.
- Problem solving abilities.
- Understanding of employment law issues and personnel management.
- Understanding of budgeting and accounting principles.
- Office automation and on-line research proficiency.
- Project management skills.
- Commitment to the profession of law librarianship.

## **SALARY AND BENEFITS:**

Salary commensurate with experience.

**To apply:** Contact [lawlibmc@sonic.net](mailto:lawlibmc@sonic.net) for further information and application instructions.

The Marin County Law Library does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation. All qualified applicants are welcome to apply.

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, December 14, 2021, at 5:15 p.m.

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

**RESOLUTION 2021-7**

WHEREAS the Law Library Board of Trustees at its regularly scheduled meeting on December 14, 2021, considered a proposal to pay holiday bonuses to staff and the director in December 2021, and

WHEREAS the Law Library Board of Trustees decided to pay holiday bonuses as follows:  
\$ \_\_\_\_\_ to Law Library Assistant Robert C. and to Reference Librarian Steven F., and  
\$ \_\_\_\_\_ to the Director,

NOW THEREFORE BE IT RESOLVED that Resolution 2021-7 is approved.

Trustee \_\_\_\_\_ moved for approval of Resolution 2021-7.

Trustee \_\_\_\_\_ seconded the motion for approval.

Vote: \_\_\_\_\_ Ayes    \_\_\_\_\_ Noes    \_\_\_\_\_ Abstention(s)

Motion passed.

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