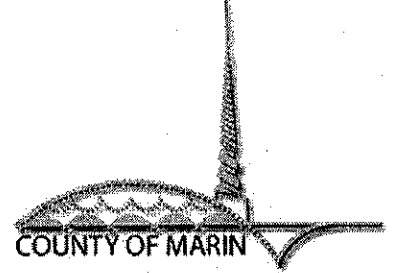


Minutes of Regular Meeting of the  
Board of Law Library Trustees  
of Marin County



*BOARD OF TRUSTEES:*  
Jonathan Frieman, J.D., President  
Sam Ware, Esq., Vice President  
Denise Bashline  
Tracy Barrett, Esq.  
Donald Drummond, Esq.  
Emily Vance, Esq.  
Kristine Fowler Cirby, Esq.

*LAW LIBRARY DIRECTOR:*  
Laurie Vaala-Olsen

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

Tuesday, February 18, 2020 at 5:15 p.m.

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

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

1. Approval of Minutes

1.1 Minutes of January 21, 2020 Regular Board Meeting - Tracy moved for approval of  
the Minutes as presented; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0  
Abstentions.

1.2 Minutes of January 27, 2020 Special Board Meeting – Tracy moved for approval of  
the Minutes as presented; Denise seconded. Motion passed with 4 Ayes, 0 Noes and  
0 Abstentions.

2. Open Forum – No comments.

3. Financial Report

3.1 January 2020 Fiscal Report

Laurie gave the January 2020 fiscal report; actual revenue was \$15,828, with actual  
expenses of \$17,918. This left an account balance of \$118,534. Filing fee revenue for  
January 2020 was \$14,531; July 1, 2019 to January 31, 2020 filing fee revenue was  
\$102,866. The July 1, 2019 to January 31, 2020 year-to-date revenue was \$119,731; July  
1, 2019 to January 31, 2020 year-to-date expenses were \$101,514.

3.2 February 2020 Warrants

Laurie presented the February 2020 Warrants. Kristine moved for approval of the  
Warrants as presented; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0  
Abstentions.

4. Librarian's Report

Laurie gave the Librarian's Report, which was attached to the February 2020 agenda  
packet. In addition, she reported that SPTJ will raise the hourly consulting rate by \$40  
effective April 1, 2020.

## 5. Committees

5.1 Books, Tables and Chairs – No report.

5.2 Civic Engagement – Denise provided a list of future presenters for First Thursdays at the Law Library, and requested that the Library of Congress website offering legal research instruction be placed on our Facebook page.

5.3 MCLE – No report.

5.4 Liaison to Lawyers in the Library Program – Sam Ware and Kris Cirby have been volunteering at the twice-monthly clinics. We routinely have 25 to 30 patrons seeking legal assistance. There was discussion regarding the cut-off for sign-ups and waitlist rules, and a suggestion was made to announce this information at the start of sign-ups.

5.5 Liaison to Friends of Marin County Law Library – See item 6.1 below.

## 6 Old Business

6.1 Discuss Spring Fundraiser Scheduled for April 11 – Jonathan reported that the fundraiser will be held at 1:00 p.m. He is working with Max Perrey to assemble a “host committee”. He will request donations for the food and will send out a “save the date” notice very soon. Kris will look into the cost to purchase the MCBA mailing list.

6.2 Discuss and Approve FY 2020-2021 Projected Budget

Sam pointed out that a balanced budget depends on raising \$9,200 in donations and \$15,000 in Passport Services for the 2020-2021 year. It does not include raises for law library staff. Denise moved for approval of the FY 2020-2021 Projected Budget as presented; Kristine seconded. Motion passed with 7 Ayes, 0 Noes, 0 Abstentions.

## 7. New Business

7.1 Discuss and Approve Boards and Commissions Report for 2020-2022

Sam presented the Boards and Commissions Report. A discussion ensued regarding the 5 goals stated in the report and the importance of informing the bar association and its sections that the conference room is available for meetings of up to 20 people.

7.2 Discuss and Approve Director’s Attendance at Budget Committee Hearings in Sacramento

Denise moved for approval of the Director’s attendance at the February 25, 2020 Budget Committee Hearing in Sacramento; Sam seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

7.3 Discuss and Approve Purchase of Monitor for Acknowledging Contributions to Law Library

Sam proposed replacing the photo of the old courthouse in the foyer of the Law Library with a monitor that can be used to thank donors and contributors to the Law Library as well as the supportive efforts of our legislators. Estimated cost for a monitor is \$400. Laurie will check with the County on the cost of dropping a line in the entrance for the monitor that will run to the Director’s computer. Kristine moved for approval to spend up to \$1,000 for this project; Sam seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

7.4 Discuss and Approve Disposition of Old Law Books in Conference Room

Kristine proposed removing the old books in the conference room to make way for art or just to increase the space in the room. Tracy moved for approval to discard the old books in the conference room; Donald seconded. Motion passed with 6 Ayes, 1 No and 0 Abstentions.

7.5 Discuss and Approve Renewal of West Print Multiyear Agreement

Laurie has negotiated a 5-year contract with West Print for a 3 percent increase the first year and a 2 percent cap on increases for the following 4 years. Sam moved to approve the 5-year contract with West Print as presented; Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.6 Discuss and Approve Resolution 2020-1 to Increase Maximum Limit for Single Purchase with Law Library Credit Card

Laurie proposed that the trustees increase the maximum limit for a single purchase with the Law Library credit card from \$250 to \$700. Discussion ensued. Kristine moved for approval to increase the Cal Card Law Library credit card single purchase maximum amount to \$700 and to increase the aggregate monthly maximum amount to \$1,500; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.7 Discuss and Approve Proposed Resolution for Marin County Board of Supervisors in Support of Funding for MCLL in 2020-2021 CA State Budget

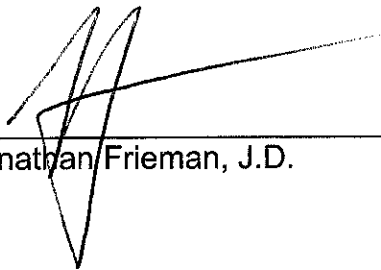
Laurie presented the proposed Resolution. Kristine moved for approval of Resolution 2020-\_\_ as presented for delivery to the Marin County Board of Supervisors seeking their support for funding for MCLL in the 2020-2021 CA State Budget; Denise seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – As presented in meeting discussions.

9. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:545 p.m. The next board meeting will be held on Tuesday, March 17, 2020 at 5:15 p.m.

Respectfully submitted,



Jonathan Frieman, J.D.



Laurie Vaala-Olsen Ex-Officio Secretary