

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

Tuesday, May 31, 2022, at 5:15 p.m.  
20 North San Pedro Road, Suite 2007 – Conference Room

Present: Kristine Fowler Cirby, President, Denise Bashline, Tracy Barrett, Walt Cook, Jr., Alexander Johnson, and Stephen Richards, Ex Officio-Secretary

Also Present: Bill Hale

President K.C. called the meeting to order at 5:22 P.M. and thereafter presided.

President K.C. asked for unanimous consent to allow swearing in of Alexander Johnson and Tracy Barrett to the board before the consent calendar. Unanimous consent was adopted, and Alexander Johnson was sworn to the board along with Tracy Barrett.

## 1. Consent Calendar

1.1 Approval for March Meeting Minutes

1.2 Approval for May 17 Meeting Minutes

President K.C. moved to approve the Consent Calendar as presented (documents were attached to agenda packet); Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions

## 2. Open Time for Public Expression

B.H. raised concern regarding the rising number of positive COVID-19 cases in the county and suggested return to teleconference or hybrid.

## 3. Financial Report

3.1 Filing Fee Schedule – See document attached to agenda packet

See Agenda Packet

### 3.2 Actuals (Income and Expenses)

See Agenda Packet

### 3.3 April 2022 Warrants

President K.C. moved to approve the filing fee schedule, actuals sheet, and warrants as presented (documents was attached to agenda packet); Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions

4. Librarian's Report - A written report was attached to the agenda packet and received at the meeting.

### 5. Committee Reports

#### 5.1 Civic Engagement

D.B. presented information regarding the attendance of the First Thursday programs. Possible topics for future First Thursday programs were discussed by D.B. and the rest of the board.

#### 5.2 Personnel Committee

No new information was presented at this time.

### 6. Old Business

#### 6.1 **Discussion and Action Item:** Discussion re Community Service Programs

K.C. addressed the board on the topic of restoring Lawyers in the Library through teleconference beginning at the end of June and asked for unanimous consent to allow program to be restarted then and then to continue once a month on every 4<sup>th</sup> Thursday of the month through August 2022. Unanimous consent was adopted, and June 30<sup>th</sup>, 2022, was set for date of the first Lawyers in the Library program through teleconference along with continuation of teleconference program on 4<sup>th</sup> Thursday of the month through August 2022.

#### 6.2 **Discussion and Action Item:** Discussion re Hiring positions

S.R. presented information that he was about to send out two offer of acceptance letters to two candidates for the position of Law Library Assistant. He was hopeful that the candidates would accept, and he could begin to onboard them in early June 2022.

6.3 **Discussion and Action Item**: Discussion re Appointments to Board

President K.C. first congratulated A.J. on his appointment to the board. The next order of business was working on how to promote the County Board of Supervisors opening to possible appointments.

7. **New Business**

7.1 **Discussion and Approval**: Moving July 2022 Board Meeting to Future Date

S.R. presented the fact that he would be gone during the regular scheduled date of the July 2022 Board Meeting due to AALL Conference and asked about moving the date of July 2022 Board Meeting. President K.C. made motion to move July 2022 Board Meeting to July 26<sup>th</sup>, 2022, at 5:15 P.M. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions

7.2 **Discussion and Approval**: Contribution Towards AALL Conference

President K.C. brought up the idea of contributing an amount of money towards the payment of the AALL conference. Discussion occurred. T.B. made motion to assign \$1,000 towards payment of AALL conference expenses. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions.

7.3 **Discussion and Action Item**: Becoming a U.S. Passport Acceptance Facility

Discussion occurred regarding becoming a U.S. Passport Acceptance Facility. D.B. made motion to proceed in becoming a U.S. Passport Acceptance Facility once new employees were on-boarded. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions

7.4 **Discussion and Approval**: Updating Collection of Self-Help Legal Books

Discussion occurred regarding updating collection of self-help legal books. The issue at hand became whether the collection needed further review. W.C. made motion to move subject to Collection Committee for further review. Motion Adopted: 4 Ayes, 0 Noes, 1 Abstention.

7.5 **Discussion and Approval**: Software License Purchases

First discussion was about purchasing a license to Jotform for Lawyers in the Library forms. President K.C. brought up point that amount of time spent on form collection for Lawyers in the Library was multiple hours and anything to reduce those hours would be helpful. Price form was attached to Agenda. D.B. made motion to move forward with annual subscription of Jotform in Silver plan. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions.

Second discussion was about annual subscription to purchase of Cybrarian Public Computer Management. S.R. brought up the point that for future technology grants from the public state library, this type of software would be necessary to qualify for it. In addition, this software would generate the user statistics along with implantation of time limits. Some concern was raised that workstations are often not used enough to require such software. T.B. made motion to purchase one year subscription to Cybrarian. Motion Adopted: 5 Ayes, 0 Noes. 0 Abstentions.

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

- Board Elections
- Possible Report from Collections Committee
- Possible Special Meeting to Allow Regular Meetings to be Teleconferenced

9. Adjournment

All relevant business having come before the board, President K.C. moved to adjourn the meeting. Motion adopted with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:07 P.M. The next regular board meeting will be held on Tuesday, June 21, 2022, at 5:15 p.m.

Respectfully submitted,



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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

  
Stephen Richards (Jun 27, 2022 12:22 PDT)

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Stephen Richards, Ex-Officio  
Secretary









# 5.31.22 Regular Bd Mtg Minutes - Final

Final Audit Report

2022-06-27

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