



**Minutes 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, July 26, 2022, at 5:15 P.M.**

**Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Alexander Johnson, Donald Drummond, Walter Cook Jr., and Stephen Richards, Ex Officio-Secretary**

**Also Present: Bill Hale, PJ Feffer**

President Cirby called the meeting to order at 5:17 p.m. and thereafter presided.

1. Determination of August Regular Meeting to be held in person or remotely (Government Code section 54953(e))

President Cirby opened the floor to comments regarding whether August Regular Meeting should be held in person or remotely. Vice President Barrett moved to approve the motion to have the August Regular Meeting held remotely. Trustee Bashline seconded the motion.

Vote: Motion carried 6-0

AYES: President Cirby, Vice President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

2. Consent Calendar

2.1 July 2022 Warrants

Trustee Drummond moved to approve the Consent Calendar as presented. Vice President Barrett seconded the motion.

Vote: Motion carried 6-0

AYES: President Cirby, Vice President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

3. Open Time for Public Expression

A member of the public expressed concern regarding the disclosure statement for the Lawyers in the Library program.

Board of Trustees

PRESIDENT

Kristine Fowler Cirby, Esq.  
*Judicially Appointed*

VICE PRESIDENT

Tracy Barrett, Esq.  
*Board of Supervisors Appointed*

Denise Bashline

*Judicially Appointed*

Alexander Johnson, Esq.

*Judicially Appointed*

Donald Drummond, Esq.

*Judicially Appointed*

Walter Cook, Jr., Esq., MLIS

*Judicially Appointed*

Stephen Richards

*Law Library Director*

20 North San Pedro Road

Suite 2007

San Rafael, CA 94903

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[www.marincountylawlibrary.org](http://www.marincountylawlibrary.org)

4. Financial Report

4.1 Filing Fee Schedule – July 2022

4.2 Actuals (Income and Expenses) – July 2022

The Filing Fee Schedule and the Actuals for July 2022 were attached to the agenda packet. The filing fee revenue for the Month of July 2022 was \$14,900.57. The expenses totaled \$16,307.70.

5. Librarian's Report

Librarian gave status updates regarding the library including closure due to COVID-19 and the Lawyers in the Library program for July 2022.

6. Committee Reports

6.1 Civic Engagement

Trustee Bashline gave the Civic Engagement Report. The video posing for the Marin County Probation Office has received 43 views, which makes it one of the highest watched videos on the YouTube Channel. The August presentation will be the Legal Self-Help Center of Marin County.

6.2 Personnel Committee

Nothing to report currently.

7. Old Business

7.1 **Discussion:** Discussion re Community Service Programs

The Lawyers in the Library program for July 2022 had 12 sign-ups. The program in August was short a volunteer, but it worked out. Discussion continued how to prevent conflicts with events by Marin County Bar Association.

7.2 **Discussion:** Discussion re Appointments to Board

There is still currently one opening for a trustee to be appointed by the Marin County Board of Supervisors. Discussion included reposting advertisement for position on Facebook page.

7.3 **Discussion and Action Item:** Board Elections

President Cirby mentioned that her current term is ending, and the board was required to elect a new board president and vice president. Vice President Barrett was nominated for President and President Cirby was nominated for Vice President. Trustee Drummond moved to approve the nomination of Vice President Barrett for President and President Cirby for Vice President. Trustee Johnson seconded the motion.

Vote: Motion carried 6-0

AYES: President Cirby, Vice President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

8. New Business

8.1 **Discussion and Action Item**: Approval of Funds for July 2022 Warrants

The warrants for July 2022 required the approval of additional funds of \$5,420 dollars to cover the costs. President Cirby opened the floor for the motion to approve the amount of \$5,420 dollars to cover July 2022 Warrants. Trustee Bashline moved for approval of motion to approve the amount. Trustee Drummond seconded the motion for approval.

Vote: Motion carried 6-0

AYES: President Cirby, Vice President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

8.2 **Discussion**: Discussion re Updating California Pleading and Practice or California Points of Authority or Both

Discussion regarding updating sources was moved to the Book Committee for August 2022 meeting.

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

Topics were discussed at the meeting.

10. Adjournment

All relevant business having come before the board, President Cirby moved to adjourn the meeting. Trustee Cook seconded the motion.

Vote: Motion carried 6-0

AYES: President Cirby, Vice President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

The meeting was adjourned at 6:15 p.m. The next board meeting will be held August 16, 2022, at 5:15 p.m.

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Respectfully submitted,

*Tracy Barrett*

[Tracy Barrett \(Aug 18, 2022 09:08 PDT\)](#)

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Tracy Barrett  
President, Board of Trustees

*Stephen Richards*

[Stephen Richards \(Aug 18, 2022 09:09 PDT\)](#)

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Stephen Richards, Ex-Officio  
Secretary