

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



COUNTY OF MARIN

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

LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen

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

Tuesday, March 16, 2021 at 5:15 p.m.

By Remote Connection

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

Vice President Tracy Barrett called the meeting to order at 5:28 p.m. and presided until
President Kristine Fowler Cirby arrived a short time later.

1. Approval of Minutes

1.1 Minutes of February 16, 2020 Regular Board Meeting – Donald moved for approval of
the Minutes as presented; Jonathan seconded. Motion passed: 5 Ayes, 0 Noes, 0
Abstentions.

2. Open Forum – No comments.

3. Financial Report

3.1 February 2021 Fiscal Report

The Fiscal Report for February 2021 was attached to the agenda packet. MCLL
began the month of January with \$117,381 in its fund and ended the month with \$119,041,
for a net gain of \$1,754. Filing Fee Revenue for February was \$15,887 and February
Expenses totaled \$14,133. YTD Revenue (7/1/20 – 2/28/21) was \$148,892 and YTD
Expenses were \$105,519, leaving a FY 2020-2021 budget balance of \$43,373.

3.2 February 2021 Warrants

Atypical expenses on the February Warrants list included \$119.85 for renewal of the
Law Library's Trend Internet Security, \$154.92 to PeopleG2 for a background check on the
Law Library Administrative Assistant recently hired and \$240 for a one-year subscription to
the Otter live transcription software. Jonathan moved for approval of the Warrants as
presented; Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report – Attached to March 2021 Agenda Packet. Although Laurie had
intended to reopen the Law Library on March 22, she withdrew that recommendation after
listening to a report from Dr. Willis at the recent Board of Supervisors Meeting in which he

7. New Business

7.1 Approve Updated Site Specific Protection Plan (SPP) for Reopening of Law Library (attached to agenda)

Discussion about the SPP which was updated on March 12, 2021 resulted in a decision to remove the paragraph at the third bullet point on page 1. Jonathan moved to approve the SPP updated on March 12, 2021, as amended; Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

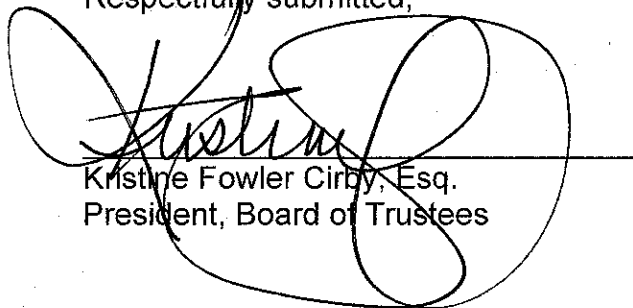
8. Board Members' Suggestions for Next Month's Agenda

Kristine requested that committee members submit written reports for future board meetings to save time at the meetings.

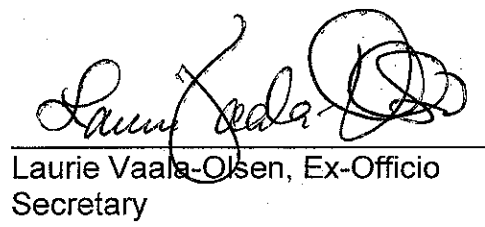
9. Adjournment

All relevant business having come before the board, Donald moved to adjourn the meeting and Walter seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:54 p.m. The next board meeting will be held on Tuesday, April 20, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,



Kristine Fowler Cirby, Esq.
President, Board of Trustees



Laurie Vaala-Olsen, Ex-Officio
Secretary