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


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 $1,674. 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  

[Signature]

Laurie Vaala-Olsen, Ex-Officio Secretary  

[Signature]