

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



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

BOARD OF TRUSTEES:
Kristine Fowler Cirby, Esq., President
Tracy Barrett, Esq., Vice President
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr, Esq., MLIS

Tuesday, November 23, 2021, at 5:15 p.m.
By Remote Connection

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

President Kristine Cirby called the meeting to order at 5:24 p.m. and thereafter presided.

1. Consent Calendar

1.1 Approval of Minutes of October 19, 2021, Regular Board Meeting

1.2 November 2021 Warrants

1.3 Adopt Resolutions 2021-3, 2021-4, and 2021-5 Memorializing Trustees' Votes at
October 19, 2021, Board Meeting Approving Renewal of Kaiser Policy of Health Care
Insurance for Director (Agenda Item 7.1) and Wage Increases for Staff and Law Library
Director (Agenda Item 7.6)

Tracy moved to approve the Consent Calendar as presented (the relevant documents were
attached to agenda packet); Jonathan seconded. Motion passed: 4 Ayes, 0 Noes, 0
Abstentions.

2. Open Time for Public Expression – There were no comments.

3. Financial Report

3.1 October 2021 Fiscal Report

The Fiscal Report for October 2021 was attached to the agenda packet. MCLL began the
month of October with \$204,892 in its fund and ended the month with \$205,762, a net gain of
\$870. Filing Fee Revenue for October was \$18,388; Expenses totaled \$18,271. YTD
Revenue (7/1/21 – 10/31/21) was \$158,175 and YTD Expenses were \$59,140 leaving a FY
2021-2022 budget balance of \$99,035.

4. Librarian's Report - a written report was attached to the agenda packet. It was missing page
two, which contained notes about the November 2021 Warrants, comments regarding recent
increases in staff compensation and a summary of the Marin County Superior Court Update.
These items will be included in the December 2021 Librarian's Report. Laurie also reported
that the Law Library is short 2 of 3 staff positions effective November 17, which resulted in the
need to further reduce Law Library Operating Hours. The new operating hours are posted on
the home page of the Law Library's website and in the Law Library.

5. Committee Reports

5.1 Civic Engagement – Denise reported that three attorneys from Legal Aid of Marin will speak at the December 2 First Thursdays at the Marin County Law Library event. In January 2022, Lori Frugoli from the District Attorney’s Office and Shelley Scott from the Assessor/Recorder’s Office will present about a new county program to protect the public from real estate deed fraud.

5.2 Friends of the Marin County Law Library – Jonathan reported that the Friends Group has been suspended. Denise requested a written report from Jonathan summing up its activities over the past several years.

6. Old Business

6.1 Approve Renewal of Hartford Insurance for General Liability Policy

Laurie requested that the trustees renew the Law Library policy of general liability coverage with Hartford Insurance. Tracy moved to renew the general liability policy with Hartford for \$1,681 for the period 1/5/22 – 1/5/23; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7. New Business

7.1 Discuss and Approve Resolution 2021-6 Regarding Tele/Video Conference Meetings During The COVID-19 State of Emergency

Resolution 2021-6 detailed the reasons for continuing to hold board meetings remotely. Discussion ensued. Tracy moved to approve Resolution 2021-6 as amended (December board meeting date changed from 12/21/21 to 12/14/21); Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.2 Approve Budget for Outreach Efforts Regarding MCLL Community Service Programs

Laurie reported on the copy costs for making flyers about the Lawyers in the Library and First Thursdays at the Marin County Law Library programs and suggested a budget of \$1,000 for the fiscal year. Tracy moved to approve \$1,000 for publicity costs to promote Law Library events in FY 2021-22; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.3 Change Date of Next Board Meeting from December 21, 2021, at 5:15 p.m.

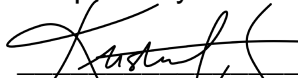
Denise moved to reschedule the December board meeting from December 21 to December 14; Tracy seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstentions.

8. Board Members’ Suggestions for Next Month’s Agenda – As discussed at the meeting.

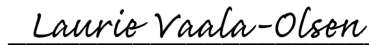
9. Adjournment

All relevant business having come before the board, Denise moved to adjourn the meeting and Jonathan seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 5:58 p.m. The next board meeting will be held on Tuesday, December 14, 2021, at 5:15 p.m. on Zoom.

Respectfully submitted,



Kristine Fowler-Cirby, Esq.
President, Board of Trustees



Laurie Vaala-Olsen, Ex-Officio
Secretary