

# 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.

Tuesday, October 19, 2021, at 5:15 p.m.  
By Remote Connection

*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

Present: Kristine Fowler Cirby, Jonathan Frieman, Denise Bashline, Donald Drummond, Walter Cook, Jr., Tracy Barrett, and Laurie Vaala-Olsen, Ex Officio-Secretary  
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 September 21, 2021, Regular Board Meeting
- 1.2 October 2021 Warrants

Jonathan moved to approve the Consent Calendar as presented (documents were attached to agenda packet); Denise seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

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

## 3. Financial Report

### 3.1 September 2021 Fiscal Report

The Fiscal Report for September 2021 was attached to the agenda packet. MCLL began the month of September with \$204,027 in its fund and ended the month with \$204,892, a net gain of \$865. Filing Fee Revenue for September was \$13,415; Expenses totaled \$12,550. YTD Revenue (7/1/21 – 9/30/21) was \$139,034 and YTD Expenses were \$41,470 leaving a FY 2021-2022 budget balance of \$97,564.

4. Librarian's Report - a written report was attached to the agenda packet. Laurie added at the meeting that Board President Kristine Fowler Cirby had recently received The President's Award from the Marin Trial Lawyers Association.

## 5. Committee Reports

5.1 Grants – Donald requested clarification regarding the various Law Library committees. He was unable to apply for the Community Service Grant because he was unable to locate the application form. The next grant cycle will be January to March 2022. Laurie will check with the Board of Supervisors or San Rafael Supervisor Damon Connolly regarding how to obtain the application form for the next grant cycle.

5.2 Civic Engagement – Denise reported that Mark Shotwell, Executive Director of Ritter Center, will present information about the organization on November 4. In addition, three

attorneys from Legal Aid of Marin will present about their organization on December 2. Several past presenters at First Thursdays at the Marin County Law Library have expressed interest in assisting MCLL with outreach efforts regarding their community service programs.

5.3 Friends of the Marin County Law Library – Jonathan emphasized that MCLL runs its community service programs as part of the Law Library’s \$170,000 budget. In 2019, we served approximately 2,000 people. The shutdown of the Law Library resulting from the COVID-19 pandemic severely restricted our community service programs until we were able to get them up and running virtually. Funders have requested data about the number of people served; the Lawyers in the Library program was suspended from mid-March 2020 to mid-November 2020 so the service numbers were dramatically reduced compared to before the pandemic. Consequently, Jonathan has suspended the activities of Friends.

5.4 Personnel – Laurie provided information about the impacts of various wage increase scenarios for staff and the director to Personnel Committee members Kristine and Tracy for their consideration. She also provided compensation and benefits information collected from five county law libraries with filing fee revenue similar to MCLL. Kristine and Tracy met to review and discuss the wage increase options that would be proposed to the full board.

## 6. Old Business

6.1 Approve Grant Proposals Presented by Grants Committee – Tabled until January 2022.

## 7. New Business

7.1 Approve Renewal of Policy of Health Care Coverage for Law Library Director (Effective 12/1/21 – 11/30/22)

Laurie presented information about the Gold 80 HMO 250/35 + Child Dental Small Business Group Health Insurance Plan with Kaiser Permanent that will replace the existing Gold 80 HMO Plan with Kaiser Permanente at a monthly premium of \$1,175.40 and an annual premium of \$14,104.80. Tracy moved to approve the purchase of the renewal plan; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.2 Outreach Efforts Regarding MCLL Community Service Programs

Denise reported that she could distribute flyers about Lawyers in the Library and First Thursdays at the Marin County Law Library when she volunteers at the Spahr Center and North Marin Community Services Clinic in Novato. Laurie will provide flyers for distribution.

7.4 Closed Session: Gov. Code §§ 54950 – 54963: Performance Evaluation of Law Library Director, California Government Code § 54954.5(e), 54957.1(a)(5)

The Trustees convened in closed session to discuss the Director’s Performance Evaluation.

7.5 Reconvene Open Session: (CA Gov. Code § 54957.1(a)(5)

Board President Kristine Fowler Cirby reported that the entire board is appreciative of the Director’s work and of the Director.

7.6 Discuss and Approve Wage Increases for Law Library Director and Staff

Kristine proposed a wage increase of \$5.00 per hour for the Law Library Director, from \$29.11 to \$34.11 per hour; to take effect November 28, 2021. Walter moved for approval of the proposed wage increase for the Director; Denise seconded. Motion

passed with 6 Ayes, 0 Noes and 0 Abstentions. Tracy proposed wage increases to \$20 per hour for Staff members Steven and Robert and a \$2.50 per hour wage increase for Danielle, effective November 28, 2021. The proposed increases are based on experience, length of service and performance. Danielle is a recent college graduate who was hired in June 2021 and Steven and Robert have many years of Law Library experience and have worked for the Marin County Law Library for several years. Denise moved for approval of the wage increases for staff as proposed; Walter seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – As discussed in meeting.

9. Adjournment

All relevant business having come before the board, Denise moved to adjourn the meeting and Tracy seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:49 p.m. The next board meeting will be held on Tuesday, November 16, 2021, at 5:15 p.m.

Respectfully submitted,



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Kristine Fowler Kirby, Esq.  
President, Board of Trustees



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Laurie Vaala-Olsen, Ex-Officio  
Secretary