Notice of Regular Monthly Meeting of Marin County Law Library Board of Trustees

Tuesday, July 20, 2021 at 5:15 P.M.

Due to the COVID-19 Pandemic and current Stay-at-Home Order issued by the Marin County Public Health Officer, the meeting will be conducted by remote connection.

Pursuant to Executive Order No. N-29-20 (March 17, 2020), interested members of the public are asked to attend electronically by clicking on the link below or by typing the link into your web browser:

Join Zoom Meeting:
https://us02web.zoom.us/j/88087524081

Meeting ID: 880 8752 4081
Passcode: 360215

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)

Meeting ID: 880 8752 4081
Passcode: 360215

Find your local number: https://us02web.zoom.us/u/kbDcnt3S5q

Agenda

Call to Order*

1. Approval of Minutes
   1.1 June 18, 2021 Regular Board Meeting

2. Open Time for Public Expression

3. Financial Report
   3.1 June 2021 Fiscal Report
   3.2 July 2021 Warrants
4. Librarian’s Report

5. Committee Reports
   5.1 Fundraising for Network Equipment Replacement
   5.2 Civic Engagement

6. Old Business
   6.1 Discussion and Action Item: Changes to Law Library Access Requirements
   6.2 Discussion and Action Item: Establishment of Grant-Seeking Committee

7. New Business
   7.1 Discussion and Action Item: Election of Officers for FY 2021-2022
   7.2 Discussion and Action Item: Renew Subscription to National Housing Law
       Project Green Book
   7.3 Action Item: Approve Certificate of Appreciation for Sam Ware, MCLL Trustee

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

9. Adjournment
   The next board meeting will be held on Tuesday, August 17, 2021 at 5:15 p.m.

**Upcoming Events FYI:**
- Lawyers in the Library – 7/22/21 and 8/12/21
- First Thursdays at the Law Library – 8/5/21; Featured Organization: North Marin
  Community Services
- Deadline to Submit Reports for August Board Meeting: 8/11/21

*This meeting may be recorded as authorized by the Government Code.*

*If requested, pursuant to Government Code Section 54953.2, this agenda shall be made
available in appropriate alternative formats to persons with a disability, as required by
Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the
federal rules and regulations adopted in implementation thereof. To make a request for
disability-related modification or accommodation, please contact (415) 473-4381
(Voice/TTY) or 711 for the California Relay Service or e-mail
disabilityaccess@ marincounty.org at least five working days in advance of the meeting.
A complete agenda packet is available at the front desk of the Marin County Law Library, on
the Law Library’s bulletin board, and on the Law Library website at
www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of
the middle archway entrance to the Civic Center (the one allowing access to the Courts floor)
at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.*
Minutes of Regular Meeting of the
Board of Law Library Trustees
of Marin County

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

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

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

President Kristine Cirby called the meeting to order at 5:15 p.m. and thereafter presided.

1. Approval of Minutes
   1.1 Minutes of May 18, 2021 Regular Board Meeting – Jonathan moved for approval of the Minutes as presented; Donald seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – No comments.

3. Financial Report
   3.1 May 2021 Fiscal Report
   The Fiscal Report for May 2021 was attached to the agenda packet. MCLL began the month of May with $110,708 in its fund and ended the month with $111,715, a net gain of $1,007. Filing Fee Revenue for May was $16,403; Expenses totaled $15,476. YTD Revenue (7/1/20 – 5/31/21) was $186,734, YTD Expenses were $150,688 leaving a FY 2020-2021 budget balance of $36,046.
   3.2 June 2021 Warrants
   SPTJ’s invoice included installation of security and Office software on a new refurbished laptop purchased for the Law Library. The Faronics expense was for reboot and restore security software for the patron computers, including one-time purchase of a license agreement and purchase of annual maintenance agreements for each of the 4 public access computers. Tracy moved for approval of the Warrants as presented; Walter seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.


5. Committee Reports
   5.1 Fundraising for Network Equipment Replacement – Jonathan reported that he, Walter, Donald, and Laurie met with Chien Liew at the Law Library to see the network equipment that needs to be replaced and to discuss the project with Chien Liew so they
better understand the purpose of the component parts and can better advocate/seek funding from local entities.

5.2 Civic Engagement – Denise reported that the speaker for July recently cancelled and that she is actively seeking a replacement. Amanda Hartrey of Family Caregiver Alliance made an excellent presentation about the organization on June 1; FCA provides support services to family caregivers of adults with physical and cognitive impairments.

6. Old Business
6.1 Discuss and Approve Expanded Law Library Access After June 15
Laurie described recent changes in state, local and CDC recommendations effective June 15 and their impact on the Law Library. She recommended expanding public access to the Law Library while continuing the existing safety requirements. Discussion ensued. Donald moved for approval of expanded public access to the Law Library, including operating hours from 10:00 a.m. to 4:00 p.m. Monday through Thursday, continued use of masks inside the Law Library, a maximum of 6 patrons inside at a given time, continued physical distancing, and access to the print collection provided patrons use hand sanitizer, wear gloves and a mask because books will not be quarantined after each patron’s use; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7. New Business
7.1 Approve Renewal of CEB OnLAW Agreement
Laurie presented the terms of the Renewal Agreement and recommended the trustees approve it. Donald moved for approval of MCLL’s OnLAW Subscription Renewal Agreement with CEB for FY 2021-2022; Jonathan seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8. Board Members’ Suggestions for Next Month’s Agenda – Election of Officers and establishing a committee to research grant possibilities for the Law Library.

9. Adjournment
All relevant business having come before the board, Walter moved to adjourn the meeting and Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:18 p.m. The next board meeting will be held on Tuesday, July 20, 2021, at 5:15 p.m. on Zoom.

Respectfully submitted,

Kristine Fowler Cirby, Esq.  Laurie Vaala-Olsen, Ex-Officio
President, Board of Trustees  Secretary

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Page 2  MCLL June 15, 2021 Minutes
### Revenue

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### Expenses

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**Tel/Internet Subtotal:** $9,981

**Total:** $10,000

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*June^* 2020

**FY 2020-2021 Approved Projected Budget**
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**Expense Total:** $ 19,731  $ 5,105  $ 16,953  $ 19,999  $ 16,411  $ 10,210  $ 16,162  $ 14,725  $ 14,528  $ 12,280  $ 17,467  $ 18,648  $ 15,777  $ 165,263  $ 160,885  $ 210,200

**Fund Balance:** $ 81,450  $ 71,727  $ 73,957  $ 131,866  $ 128,799  $ 128,479  $ 122,101  $ 116,949  $ 118,308  $ 115,314  $ 110,001  $ 112,757  $ 108,614

*June 2020 includes Period 13 expenses; however, there are discrepancies between P&L Statement and Municipal Period 13 YTD Budget Report for FY 2020-2023. See accompanying notes.
## MCLL COURT FILING FEE REVENUE

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<td>10,562.85</td>
<td>15,398.28</td>
<td>14,144.44</td>
<td>13,329.85</td>
<td>13,097.15</td>
<td>14,099.42</td>
<td>13,045.95</td>
<td>13,634.85</td>
<td>14,828.26</td>
<td>11,416.60</td>
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<tr>
<td>MAY</td>
<td>22,159.40</td>
<td>17,793.38</td>
<td>17,385.67</td>
<td>15,321.18</td>
<td>14,594.61</td>
<td>15,925.91</td>
<td>14,977.96</td>
<td>13,800.05</td>
<td>13,546.55</td>
<td>8,031.24</td>
<td>16,402.85</td>
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<tr>
<td>JUNE</td>
<td>22,249.53</td>
<td>17,892.17</td>
<td>16,637.38</td>
<td>14,850.97</td>
<td>16,095.27</td>
<td>16,237.00</td>
<td>12,928.62</td>
<td>14,252.53</td>
<td>15,796.62</td>
<td>11.62</td>
<td>11,634.46</td>
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| ANNUAL TOTALS | 235,472.53 | 260,296.77 | 230,610.81 | 204,385.29 | 182,511.11 | 174,589.13 | 169,679.33 | 164,783.38 | 173,090.01 | 170,059.22 | 154,596.88 | 133,488.69 | 9,382.59 |

### FISCAL YEAR

<table>
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<td>JULY TOTALS</td>
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<td>20,540.55</td>
<td>18,553.72</td>
<td>17,112.03</td>
<td>15,325.97</td>
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<td>15,732.59</td>
<td>15,504.68</td>
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<td>9,382.59</td>
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Each current month's filing fee revenue represents income generated from the Court filings of two months ago. July revenue comes from May filings, etc.
Marin County Law Library
July 2021 WARRANTS
(Account Balance $108,614)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
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<tbody>
<tr>
<td>1</td>
<td>AT&amp;T Calnet 3</td>
<td>$ 112.90</td>
<td>$ 112.90</td>
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<tr>
<td>2</td>
<td>CEB (2275.65 for Print, $334.92 for OnLAW)</td>
<td>$ 2,610.57</td>
<td>$ 2,610.57</td>
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<tr>
<td>3</td>
<td>Comcast Business</td>
<td>$ 190.81</td>
<td>$ 190.81</td>
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<tr>
<td>4</td>
<td>Kaiser</td>
<td>$ 1,123.22</td>
<td>$ 1,123.22</td>
</tr>
<tr>
<td>5</td>
<td>Lexis</td>
<td>$ 818.42</td>
<td>$ 818.42</td>
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<tr>
<td>6</td>
<td>SPTJ Consulting, Inc.</td>
<td>$ 262.50</td>
<td>$ 262.50</td>
</tr>
<tr>
<td>7</td>
<td>US Bank (NOCALL Membership Dues)</td>
<td>$ 40.00</td>
<td>$ 40.00</td>
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<tr>
<td>8</td>
<td>Westlaw Next</td>
<td>$ 2,130.26</td>
<td>$ 2,130.26</td>
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<tr>
<td>9</td>
<td>West Publishing</td>
<td>$ 1,184.51</td>
<td>$ 1,184.51</td>
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<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$ 8,473.19</strong></td>
<td><strong>$ 8,473.19</strong></td>
</tr>
</tbody>
</table>

Salaries: $6,200.07

Total Expenses: $14,673.26

| Total Revenue Available: | $ 108,614.00 |
| Total Expenditures (proposed): | $ 14,673.26 |
| Remaining Cash Balance: | $ 93,940.74 |
1. **Reopening**
   With over 73 percent of Marin’s entire population and 85 percent of Marin’s population aged 12+ having completed the full course of their COVID vaccinations, I plan to restore our Law Library hours to 8:30 a.m. to 7:00 p.m. on July 21. We will no longer require masks or gloves, unless a patron is not vaccinated; unvaccinated patrons must wear masks in compliance with County and State Guidelines.

2. **Open Trustee Position on MCLL Board**
   There have been no applicants for the trustee position which became available on June 20 with Sam Ware’s departure from the board. The application form for the trustee position is available from a link on the Law Library website and on the home page of the Marin County Superior Court website. A copy of the Court’s announcement for this volunteer opportunity is attached to the agenda packet.

3. **CCCLL**
   Governor Newsom finally signed the FY 2021-2022 State Budget on July 12, 2021, which includes $16.5 million for CA County Law Libraries. The Legislature has approved $16.5 million for County Law Libraries in FY 2022-2023 as well, which will facilitate more reliable budget-planning over the next two years. We were and are fortunate to have the continued support of our local legislators, Senator Mike McGuire and Assemblymember Marc Levine. You may wish to communicate your appreciation to these gentlemen for the funding.
Fundraising for Network Equipment Replacement – July 2021

Walt, Don and I went up to the library to meet with Chien Liew and got a site visit on the changes which need to be made to our IT equipment. We first met with Laurie and Chien in the conference room where we reviewed a schema of the layout with the four or five pieces of equipment which need replacing. We discussed the current dysfunction of some of the equipment and ascertained that we ought to see a decided bump in service after the installation.

Afterwards, we went out into the hall just past the restrooms to see the current setup. It’s in a closet under the stairs, on a rack that’s about 70 inches off the ground. There are 4 or 5 pieces of equipment about 20 to 24 inches square and each perhaps 4 or 5 inches high, each on their own shelf stacked on top of each other. There are loads of ethernet cords and flashing lights and it all looked very official and efficient. The new equipment will take about a week to install, as I think I heard.

From this point on, we should approach two main outlets with two proposals streamlined for each. First, the county should be approached, as it’s clear to us that this structure is part of the “facilities” provision of the law library statute which state law imposes upon each county to provide. Laurie will check with other law libraries in Cal to see if their counties have saddled their law library with the extra cost of taking on internet costs. I would like Don and Walt to be the authors of that proposal to the county.

As to MCF, Kris and I know loads of folks up there to whom we can get a proposal which will be acted upon fairly soon, perhaps within the next 3 to 6 months. There is the possibility that the county and the foundation would go halfsies each.

As to viewpoint of the grant proposals we’d write, the main thrust is to impress upon both the county and MCF is that we’re a public library and thus we serve anyone who walks through the door, reminding them that at least half of our patrons over the last decade or more continue to be laypersons.

We should mention that it’s very fortunate for our communities that law libraries were established over 125 years ago for lawyers, and that the designation we law libraries have in California as a public outlet—the only state in the Union to do so—demonstrates the legislators’ desire to serve all persons who have legal needs.

There’s also the research which seems to show that having books on a table is a better way of comprehending one’s case, and that it’s the computer which enhances the user’s researching abilities in order to find out which books to use.

There are other local funders we might be able to approach. Of course, now that the world us opening back up a little bit from the pandemic, we could attempt some fundraising opportunities and events.

-- Jonathan Frieman
July 14, 2021
First Thursday at the Marin County Law Library Program

Confirmed for July:
Marin Center for Independent Living

About Marin Center for Independent Living:

Marin CIL exists to assist persons with all types of disabilities to achieve their maximum level of sustainable independence as contributing, responsible and equal participants in society. Independent Living, as seen by its advocates, is a philosophy, a way of looking at disability and society, and a worldwide movement of people with disabilities who proclaim to work for self-determination, self-respect and equal opportunities.

Services:

- Independent Living Skills & Peer Support
- Information & Assistance
- Personal Assistant Registry
- Benefits Navigation
- Assistive Technology
- Housing Referral & Navigation
- Nursing Home Transition Assistance & Service Coordination
- Home Modifications
- Landlord & Tenant Facilitation
- Opportunity Village Marin
- Individual & Systems Change Advocacy
- Mary Mathews Breast Cancer Advocacy Project
- Bob Roberts Client Assistance Fund
- Powered & Prepared Emergency
- Our Response to COVID-19

Speaker: Eli Gelardin

Eli Gelardin has been the Chief Executive Officer of Marin Center for Independent Living since 2008. Prior to that, he served as Program Director from 2003-2008. Mr. Gelardin is a graduate of UC Berkeley.

Confirmed for August:
North Marin Community Services

About North Marin Community Services

1972 is the year that North Marin Community Services took root in Novato. Now, in our 48th year of service to people in need in North Marin, our mission is to empower youth, adults and
families in our diverse community to achieve well-being, growth and success. We envision a
string community with opportunities for all.

In our 48th year of service to the community, North Marin Community Services (NMCS) evolved
as a 501(c)(3) on January 1, 2018 through a merger between the Novato Youth Center and
Human Needs Center. As a result, now stronger and better positioned to serve Marin County,
we provide trauma informed, integrated and culturally appropriate services annually to 8,400
people in need. Our person-centered approach to care offers individual a chance to achieve a
better quality of life.

As the anchor human services nonprofit organization serving North Marin, our multi-service
organization is called upon to address health disparities for children, adults, families, seniors
and immigrants. Our services help to correct Marin's extreme income, racial and educational
inequalities, and ensure opportunities for all, especially our most vulnerable clients.

**Novato Youth Center History**

In 1966, the Novato Youth Center began as a dream by families who wanted a safe and
nurturing place for Novato's youth. A decade later, after community organizing and fundraising,
the newly built facility opened its doors at 680 Wilson Ave. Initially named the Novato Boys
Club, the Center evolved and became the Novato Youth Center in 1983. In 1990, the facility was
expanded from 15,000 sq ft to 22,000 sq ft, and more programs were launched including
mental health counseling and a teen clinic. Offering a wide range of educational and
enrichment activities to support the healthy development of youth and their families, the
Center grew from serving 250 children to over 2,700 youth and families annually.

**Novato Human Needs Center History**

The Novato Human Needs Center was founded in 1972 when three people (a single mom, local
pastor, and small business owner) wanted to help brighten the holidays for underserved
neighbors. Volunteers first worked out of a garage collecting holiday gifts and food. Shortly
after its first holiday share, the first paid staff and volunteers moved offices to an older house
on South Novato Blvd., paying the City of Novato $1 in annual rent. In 1985, following a
successful local community-wide fundraising campaign and completion of construction, the
new resource Center was opened at 1907 Novato Blvd. The Center grew from assisting 50
families to more than 3,000 of Novato's low-income children, adults and seniors, providing a
full array of critical safety net services.

**Speaker: Cheryl Paddock**

Cheryl Paddock has dedicated her career to advocate for critical causes such as anti-poverty,
human services, independence for the visually impaired, energy efficient products and services,
and environmental clean-up. She has worked in Marin County since 2001 after emigrating from
Canada. For the past 11 years, she has led efforts in North Marin to ensure that under-served
populations have access to vital services such as mental health, scholarships for preschool and
affordable childcare, youth enrichment programs, a weekly food pantry and access to nutritious
food, and rental and employment assistance. Cheryl is currently the Chief Executive Officer of
North Marin Community Services, and led the merger efforts between the Novato Youth Center and Novato Human Needs Center. The organization delivers an array of human services to 8,000+ people in need per year. Prior to this, she served for nine years as the Executive Director of the Novato Youth Center, seven years with Guide Dogs for the Blind/San Rafael, and in Canada with BC Hydro Power Smart. Cheryl strives for excellence in operations and programs and has received prestigious awards such as the Jefferson Silver Award 2021/KPIX and Multiplying Good, KPIX Jefferson Award/January 2020, Excellence in Leadership 2018/CVNL’s Heart of Marin, Pivotal People, Novato Proud/Sept 2017. Large Business of the Year and Spirit of Marin. She is a strong believer in collaborative relationships and actively serves on public and private sector committees: Marin County Vaccine Community Advisory Board, Novato COVID-19 Response and Recovery Team, Marin Child Development Directors Collaborative, Healthy Novato Initiative, and Novato Chamber of Commerce Non-Profit Day Moderator since 2010. Cheryl holds a Bachelor of Business Administration, with a double major in Marketing and Economics. She resides in Novato with her family, and is a dual citizen of the U.S. and Canada.

Confirmed for September: Pending

MCLL Facebook Postings

California Paid Family Leave: What Is It, and How You Can Use It
May 10, 2021 – Facebook Posting

Family Caregiver Alliance | Overview
June 2, 2021 – Facebook Posting

Presenting Marin CIL’s 2020 Mission in Action
June 23, 2021 – Facebook Posting

Court Shorts: Jury Service, Hands-on Justice
July 14, 2021 – Facebook Posting

North Marin Community Services Overview
July 14, 2021 – Facebook Posting

YouTube – Marin County Law Library First Thursdays

Subscribers: 3
Viewership of posted First Thursday Events:

Marin Center for Independent Living
7/01/21 – 0 views
Family Caregiver Alliance
6/03/2021 – 1 view

Otis Bruce
5/06/2021 – 9 views

Vivalon (formerly Whistlestop)
3/04/2021 – 6 views

Marin Community Clinics
2/04/2021 – 12 views

STAR Court
1/07/2021 – 16 views

Marin District Attorney: Consumer Protection Unit
11/5/2020 – 10 views

San Francisco-Marin Food Bank
10/01/2020 – 6 views

Canal Alliance
9/03/20 – 5 views

Homeward Bound
8/06/2020 - 5 views

YMCA Youth Court
7/02/2020 – 0 views

Spahr Center
6/04/2020 – 11 views

Submitted by Denise Bashline, Trustee
7/14/2021
CERTIFICATE of RECOGNITION

THIS CERTIFICATE OF RECOGNITION AND APPRECIATION IS PRESENTED TO

SAM WARE, ESQ.

FOR HIS 8 YEARS OF DEDICATED SERVICE ON THE

MARIN COUNTY LAW LIBRARY BOARD OF TRUSTEES

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library

Date