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

Thursday, January 16, 2014, at 5:15 p.m.
DRAFT MINUTES

Present: Marta Osterloh, Samuel Ware, Delos Putz, Alexandria Quam, and Jason Voelker, Ex-Officio Secretary.

Absent: Ben Gale, Steven Schoonover

Call to Order

Marta Osterloh determined that there were sufficient members to constitute a quorum, convened the meeting at 5:45 p.m., and thereafter presided.

1. Approval of December Minutes

Draft minutes of the December meeting were distributed and reviewed. Delos moved to approve the minutes with the changes listed below. Sam seconded:

- Item 2, line 15, change “asserted” to “stated”.
- Item 3.1, para 5, line 10, change “David Bell” to “David Ball”.
- Item 6, para 2, line 7, change “Delos noted” to “Ben noted”.

The motion was approved 4-0, with Ben and Steven abstaining as they were not present.

2. Open Forum

Bill Hale again addressed the Trustees on the subject of grants, suggesting that the Law Library explore various grant proposals to present to the Marin Community Foundation (MCF). He noted that the deadline for a proposal from the Equity in Legal Protection goal for 2014 has passed. However, he emphasized that MCF is undergoing a strategic planning process which will result in updated funding priorities beginning in 2015. Seeking clarification, Marta asked Bill if he was suggesting that a grant application be submitted immediately or if he proposed that the Law Library consult with MCF as they enter their strategic planning process. Bill stated that the Library should do both. The Board thanked Bill for his suggestions and stated that all options were currently being explored.
3. Financial Report

3.1 December's Fiscal Report

Jason presented the Library’s December Financial Statement. The unrestricted fund balance as of December 31, 2013 was $10,614.40. The income from Court filing fees was $16,688.32, $408.08 below that of December 2012. The Unrestricted Fund Balance on January 16, 2014 was $21,705.46, including the January filing fee deposit.

3.2 January Warrants

Jason presented a schedule of warrants for payments in January. Responding to the Trustees’ questions concerning the Library’s financial situation with its vendors, Jason noted three areas of concern. First, with regard to the subscriptions with Lexus, the Library is in arrears and owes a balance of $15,047.15. The Library’s Lexus representative, Barbara Kempf, has agreed to waive all late fees so long as the balance is satisfied by June 30, 2014. The second concern is RIA Federal Tax Coordinator. Jason noted that the library has future cancelled all orders from RIA and currently has an outstanding balance of $2,852.53, which is currently being handled by RIA’s collections department. Sam Ware suggested, and the Trustees agreed, that the entire balance be satisfied immediately. The third area of concern involves our account with Thomson West. Jason stated that the Library appears to be in arrears but no precise figure could be presented to the Trustees in time for the meeting. Jason stated that our West representative, Eve Black, was in the process of tabulating the precise amount owed in conjunction with an applied discount and would have the information available in time for the Board’s next meeting. In responding to Delos’ inquiry concerning an estimate of those costs, Jason stated that the Library appeared to owe West a figure between two to four thousand dollars.

Motion by Sam, seconded by Delos, that the Library pay Lexis Nexus a total of $7,523.57, one half of the balance owed, and all other warrants on the schedule should be paid. Motion approved 4-0, with Ben and Steven abstaining as they were not present.
4. Librarian’s Report

4.1 Phone Services

Jason informed the Trustees that he had met with members of the County’s IST team, Kathy Harrington and Barbara Layton, who advised that the County will not renew its lease at 70 San Pablo and is therefore disconnecting the network connection to our building. The Library will therefore need to find a new phone carrier. Once a new provider is located, the County will forward our fax and phone lines for up to one year. The trustees requested that Jason obtain quotes from various carriers and report back to the Board at February’s meeting.

4.2 MCLL Website

The Library has received a number of complaints concerning our website – the physical address listed on the site does not reflect our current address, the hours listed are incorrect, and the site itself has a number of bad links. Because of these complaints, Jason informed the Board that he designed a new website that he would like to implement by February 1, 2014. The Trustees viewed the prototype and authorized Jason to move forward with publishing it online.

4.3 Vendor Accounts

Addressed in January warrants above.

5. Old Business

5.1 MCLL Budget (discuss meeting with County Administrator)

Marta spoke about the meeting the Trustees had with the County Administrator, Matthew Hymel. The Trustees informed Matthew that the Library has seen a decline of income each year for the past three years. As a result of the decline in funding, the Library has cut $20,000 in staff compensation – eliminating Saturdays, Friday afternoons, and most evening hours. Additionally, $50,000 in publishing expenses has been eliminated by purging the collection. Standing orders for regular updates from publishers were cancelled. Long term contracts were calendared and have been cancelled as they come up for renewal.

The Library has four remaining contracts with Lexus Nexus which are under contract until May 1, 2014 and are in arrears by two months. In order to honor these contracts and meet our new condensed budget, the Law Library needs $4,000 to $5,000 in Bridge Funding from the County. The Trustees noted that we could possibly meet this deficit by reducing hours of operation further, but the savings would come at an excessive sacrifice of public services that have already been severely cut. Although the Library has made every effort to reduce costs, the Law Library will need to seek a one-time contribution from the
Community Services Fund to allow us to meet our budget until the savings resulting from the above cuts are realized. Marta stated that she was preparing an application for funding and would submit it to the County by January 28, 2014. The Trustees thanked Marta for all of the work she had put into the Library’s Community Service Fund application and stated that they looked forward to the Supervisors’ response.

Filing Fee Revenue (not agendized)

At December’s meeting the Trusties questioned whether the revenue figures for the Library matched the figures maintained by the Marin County Superior Court. Alexandria provided an updated Schedule of Revenues from the Superior Court which showed that the Library’s numbers coincided with the Court’s. Alexandria also stated that the Court’s accountant will provide documents necessary to fulfill future requests from the Library.

6. New Business

   6.1 Library Accounts and Financial Matters

Petty Cash

In reporting on the Library’s petty cash account, Jason informed the Board that the Library’s SAP Petty Cash account currently reflects a balance of $1279.48. However, the Library currently has $0 in petty cash and $380.64 in petty cash receipts, leaving the Library with a shortage of $898.84. The former acting director informed Jason that the remaining petty cash receipts were likely lost in the Library’s move from 20 San Pedro to 70 San Pablo.

Delos noted that the Board has been aware of the petty cash discrepancy for over six months and that the trustees had previously requested the balance to be written-off. He inquired as to why this had not yet occurred. Jason explained that the Department of Finance requires an executed resolution from the Board prior to effectuating any write-offs.

Motion by Sam, seconded by Ali, that the Library submit $380.64 in petty cash receipts to the County and that the Board “write-off” the remaining $898.84 balance. Jason is directed to draft and submit a resolution to the Board for approval. After submitting the resolution to the County, Jason is authorized to transfer $300 to Account 1113010, Petty Cash, from Account 70120, our general operating fund. The $300 will be maintained as the Library’s new petty cash balance. The motion was approved 4-0, with Ben and Steven abstaining as they were not present.
Account 34176, Law Library’s Second Account

In responding to the Board’s questions concerning the Library’s allocated reserves, Jason confirmed that the Library has an approximate balance of $27,812.65 in Account 34170. The trustees noted that they had previously thought the Library had $10,000 in this account as a reserve for the deductible under our insurance coverage because they had previously requested that all funds in excess of $10,000 be transferred to Account 70120, the Law Library’s general operating fund. Jason noted that the transfer did not take place because an official resolution from the Board is required to effectuate the transfer.

Motion by Sam, seconded by Delos, that the Library retain $10,000 in Account 34170 and transfer $17,812.65 to Account 70120, our general operating fund. Jason is directed to draft and submit a resolution to the Board for approval. The motion was approved 4-0, with Ben and Steven abstaining as they were not present.

7. Closed Session (Gov. Code §§ 54950-54963)

A closed session was not held.

8. Adjournment

All business before the Board having been considered, the meeting was adjourned at 7:21 p.m. The next Marin County Law Library Board of Trustees meeting is February 20, 2014.

Respectfully submitted,

Marta Osterloh, Acting Chair

Jason Voelker, Ex-Officio Secretary