

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Tuesday, December 15, 2020 at 5:15 p.m.
By Remote Connection

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

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

President Kristine Fowler Cirby called the meeting to order at 5:20 p.m. and thereafter
presided.

1. Approval of Minutes

1.1 Minutes of November 17, 2020 Regular Board Meeting – Denise requested the
following changes to section 5.4 Civic Engagement, under Committee Reports on page 2 of
the November 17 Minutes, which Laurie read in to the record at the December 15 Board
Meeting:

- [Denise] “asked the board to give consideration to the addition of any additional proposals (if we have the ‘bandwidth’ during COVID) before [she] moved on to actual planning.”
- “First Tuesdays will not include the HERA proposal (3 events) – these are separate events in *addition* to the First Thursday program.”
- “The suggestion of a Trust & Estate MCLE (working title ‘A Day in the Life of a Probate Examiner’) should be included as a possible opportunity to partner with the Marin Bar Association Trusts & Estates group.”

Donald moved for approval of the Minutes as amended pursuant to Denise’s request; Walt seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – One member of the public addressed the board.

3. Financial Report

3.1 November 2020 Fiscal Report

Actual November Revenue was \$9,891 and actual November Expenses were \$10,685. There was net negative cash flow of \$794 in November, which left a fund balance of \$128,260. Actual filing fee revenue for November 2020 was \$9,891. Actual YTD Filing Fee Revenue (7/1/20 – 11/30/20) was \$49,867. Actual YTD Revenue (7/1/20 – 11/30/20) was \$113,648 and Actual YTD Expenses (7/1/20 – 11/30/20) were \$63,858 resulting in a net

7.3 Discussion re Replacement of Equipment for ISP Infrastructure and Laptop Computer

Laurie reported that the Law Library's IT Consultant is recommending that MCLL replace its ISP equipment due to age. It will be costly so it will have to be done in phases. There have been several incidents in the past year when it has taken one-half to one full day to get the Law Library's internet service back up after a power outage. This will continue to be a problem. No action was taken.

8. Closed Session (Gov. Code §§ 54950-54963):

8.1 Public Employee Performance Evaluations: Law Library Director and Staff

8.2 Reconvene Open Session: Announce Action Taken in Closed Session, if Any
Board President Kristine Fowler Cirby reported that the board decided to issue holiday bonuses to Law Library Staff; \$250 each to the Law Library Assistants and \$500 to the Law Library Director.

8.3 Open Session: Discussion re Holiday Bonuses and Action Item to Approve Resolution 2020-6 for Payment of Holiday Bonuses

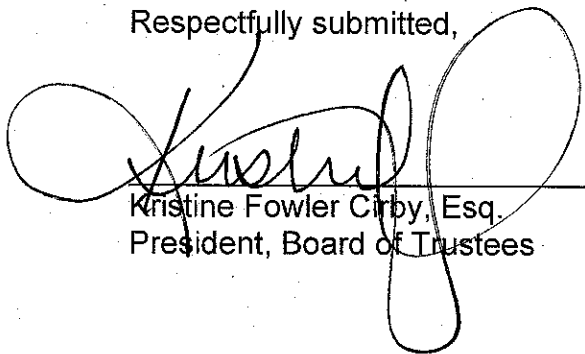
Sam moved to approve Resolution 2020-6 for the payment of holiday bonuses in the amount of \$250 to each Law Library Assistant and \$500 to the Law Library Director; Donald seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

9. Board Members' Suggestions for Next Month's Agenda – Appointment of Advisory Budget Committee to review FY 2020-2021 Budget.


10. Adjournment

All relevant business having come before the board, Tracy moved to adjourn the meeting and Jonathan seconded. Motion passed with 76 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:48 p.m. The next board meeting will be held on Tuesday, January 19, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,



Kristine Fowler Cirby, Esq.
President, Board of Trustees



Laurie Vaala-Olsen, Ex-Officio
Secretary