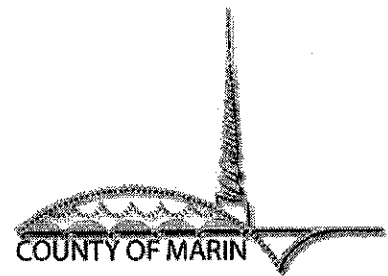


# Minutes of Regular Meeting of the Board of Law Library Trustees of Marin County



*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  
Sam Ware, Esq.  
Denise Bashline  
Jonathan Frieman, J.D.  
Donald Drummond, Esq.

Tuesday, October 20, 2020 at 5:15 p.m.  
By Remote Connection

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

President Kristine Fowler Cirby called the meeting to order at 5:16 p.m. and thereafter presided.

## 1. Approval of Minutes

1.1 Minutes of September 15, 2020 Regular Board Meeting – Sam moved for approval of the Minutes as presented; Denise seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

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

## 3. Financial Report

### 3.1 September 2020 Fiscal Report

Actual September Revenue was \$71,419 with actual September Expenses of \$13,639. There was a net positive cash flow of \$57,788 in September, which left a fund balance of \$131,857. This was due in part to the \$60,643 funding allocation that MCLL received from the CA State Budget to backfill revenue losses resulting from court closures due to COVID-19. Actual filing fee revenue for September 2020 was \$10,247. Actual YTD Filing Fee Revenue (7/1/20 – 9/30/20) was \$26,631. Actual YTD Revenue (7/1/20 – 9/30/20) was \$89,984 and Actual YTD Expenses (7/1/20 – 9/30/20) were \$37,409 resulting in a net positive YTD budget cash flow of \$52,575.

### 3.2 October 2020 Warrants

Laurie reported that the Comcast charges had increased from \$290.76 to \$481.57 because payments for both the September 16 (installation/set-up and monthly service charge) and the October 16 (monthly service charge) invoices were due. In addition, the invoice for the last premium installment for MCLL's USLI Nonprofit D&O coverage arrived after the board meeting agenda packet had been posted; charges were \$270.60 for coverage through February 14, 2021. These two additional charges

brought the October Warrants total to \$10,165.71, the total expenses to \$14,415.58 and left a remaining cash balance of \$117,441.42. Sam moved for approval of the Warrants as amended; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

#### 4. Librarian's Report

Laurie highlighted a few items in the written report that was attached to the agenda packet, including the reopening plans of Marin's public libraries and the need for one more staff member at MCLL before we can reopen to the public. Discussion ensued. She also reported that the Law Library's internet was updated successfully in September and plans are proceeding to adapt the Lawyers in the Library plan to a virtual platform. In addition, she reported on the CCCLL Fall Meeting which was held virtually; most county law libraries are still closed although staff are working on-site in many of them and efforts are already underway to appeal to the Governor for supplemental funding in the 2020-2021 CA State Budget. ,

#### 5. Committee Reports

5.1 Budget Advisory – the committee met on October 9 and recommends that the board wait until January 2021 to amend the FY 2020-2021 Budget allow for review of a more complete financial picture prior to making adjustments.

5.2 Reopening Committee Report – the committee met to discuss various aspects of the Law Library's reopening plans. Committee members concluded and recommended that MCLL increase staffing prior to reopening. In addition, there was discussion about problems with the Law Library's payroll tax filings by a third-party payroll service provider and the enormous amount of time it is taking from the director's other responsibilities to research the matter.

#### 6. Old Business – None.

#### 7. New Business

##### 7.1 Discussion re Hiring a Tax Professional to Analyze and Resolve Payroll Tax Filing Issues

Payroll tax filings for the Law Library for Q1, Q2 and Q3-2020 submitted to the EDD by our 3<sup>rd</sup> party payroll service provider have been and continue to be rejected. The Reopening Committee recommends hiring a tax professional to analyze and resolve the matter. Discussion ensued. Sam offered to research the matter prior to hiring a tax professional, which will be expensive.

##### 7.2 Renewal of Health Insurance Coverage for MCLL Full-time Employee

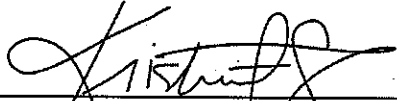
The board met in closed session to discuss this matter. When the board reconvened in open session it was reported that the trustees had approved continuing to provide health care coverage for full-time staff.

#### 8. Board Members' Suggestions for Next Month's Agenda – MCLL Friends Group and Civic Engagement would like to give reports.

9. Adjournment

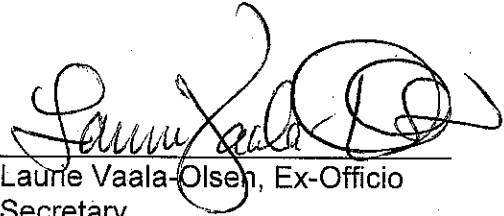
All relevant business having come before the board, Jonathan moved to adjourn the meeting and Tracy seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:36 p.m. The next board meeting will be held on Tuesday, November 17, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,



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Kristine Fowler Cirby, Esq.  
President, Board of Trustees



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Laurie Vaala-Olsen, Ex-Officio  
Secretary