

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



COUNTY OF MARIN

## BOARD OF TRUSTEES:

Jonathan Frieman, J.D., President  
Sam Ware, Esq., Vice President  
Denise Bashline  
Tracy Barrett, Esq.  
Donald Drummond, Esq.  
Vance, Esq.  
by, Esq.

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

Tuesday, August 18, 2020 at 5:15 p.m.

By Remote Connection

Present: Kristine Fowler Cirby, Jonathan Frieman, Denise Bashline, Donald  
Drummond and Laurie Vaala-Olsen, Ex Officio Secretary

Also Present: Jackie Grossman, Bill Hale

President Kristine Fowler Cirby called the meeting to order at 5:19 p.m. and thereafter  
presided.

### 1. Approval of Minutes

1.1 Minutes of July 21, 2020 Regular Board Meeting - Denise moved for approval of  
Minutes as presented; Donald seconded. Motion passed: 4 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – Bill Hale requested reconsideration of Library Operating Hours under the  
SPP as well as an increase in the number of patrons allowed in the Library.

### 3. Financial Report

#### 3.1 July 2020 Fiscal Report

Actual July Revenue was \$382 with actual July Expenses of \$14,699. This left an  
account balance of \$89,800. Filing fee revenue for July 2020 was \$382.

#### 3.2 August 2020 Warrants

Laurie elaborated on CEB and SPTJ charges. The CEB bill covers all updates sent to  
us from April to July 2020 for which we had not yet received a bill. CEB OnLAW bill arrived  
after posting of the agenda, so \$334.92 (for 8/17/20 – 9/16/20) was added to the figure on the  
Warrants list for a CEB total bill of \$6,733.33. Total Revenue available in August 2020 was  
\$105,296.20 and remaining cash balance after \$16,837.11 in August Warrants was  
\$88,459.09. Donald moved for approval of Warrants as amended; Denise seconded. Motion  
passed: 4 Ayes, 0 Noes, 0 Abstentions.

### 4. Librarian's Report

Laurie stated that all libraries in the County remain closed and that Marin remains on the  
State Watch List. She checked with Law Librarians in 6 Bay Area Counties and learned that  
staff have returned to work at those Law Libraries, although the facilities remain closed to the  
public. Laurie also reported on upgrading the Law Library's internet bandwidth which will be  
necessary to support hosting the Lawyers in the Library program online. In addition, Laurie

stated that the Law Library's Annual Report to the Board of Supervisors will be due October 15 and invited trustees to participate in the preparation of the FY 2019/2020 Report. There are issues with the Law Library's FY 2019-2020 budget figures as reported in Munis, which Laurie is working on with DOF. Laurie also reported that MCLL should be receiving about \$60,643 in funding from the 2020-2021 CA State Budget in September.

5 Reports of Special Committees

5.1 Civic Engagement Program – Denise reported on the First Thursdays program, including the 8/3/20 event with Homeward Bound and possible presenters for future events (DA Consumer Fraud Unit, Center for Domestic Peace, Otis Bruce, Asst. DA).

6 Old Business

7. New Business

7.1 Discuss and Approve Proposal to Upgrade MCLL Internet

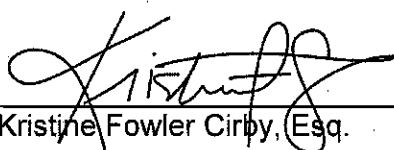
Based on the Librarian's summary of the two options for upgrading the Law Library's bandwidth as presented in the August 2020 Librarian's Report, which is a part of the August 2020 Agenda Packet, Laurie proposed that the Law Library sign up for the Ultimate Business Package Promotional Plan from Comcast, a 3-year term agreement with a discounted monthly rate of \$163.30 plus applicable federal, state, local and other service fees the first year and 11% increases in years 2 and 3 reverting to market rates in year 4, Business Internet 200/20 Mbps, SecurityEdge, and WiFi Pro – Expanded Coverage. Cost for installation services by the Law Library's IT Consultant will be separate and in the range of \$525 to \$1,000 for a straightforward installation; unusual and unforeseen circumstances will incur additional fees. Jonathan moved for approval of the proposal to sign up with Comcast as presented by Laurie; Donald seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

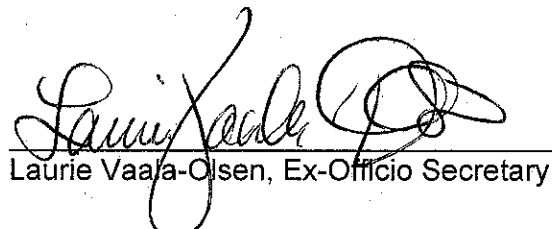
8. Board Members' Suggestions for Next Month's Agenda – Annual Report, LIL Insurance Renewal, Online Fundraiser, Goals for Next Year, and possible new email accounts/addresses. Donald, Jonathan and Kristine offered to provide input on the Annual Report, which is due by October 15. They will meet with Laurie via Zoom to revise last year's report.

8. Adjournment

All relevant business having come before the board, Jonathan moved to adjourn the meeting and Donald seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 5:59 p.m. The next board meeting will be held on Tuesday, September 15, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,

  
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Kristine Fowler Cirby, Esq.

  
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Laurie Vaala-Olsen, Ex-Officio Secretary