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

Tuesday, March 15, 2022, at 5:15 p.m.
By Remote Connection

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Donald Drummond, Walter Cook, Jr., and Stephen Richards, Ex Officio-Secretary
Also Present: Bill Hale, Jackie Grossman, Sam Welles

President Kristine Cirby called the meeting to order at 5:18 p.m. and thereafter presided.

1. Consent Calendar
   1.1 February 2022 Warrants
   1.2 March 2022 Warrants
   1.3 Approval to Hold Board Meeting Remotely for April 19, 2022
   1.4 Approval for January 2022 Meeting Minutes
   1.5 Approval for Certificates re: Laurie Vaala-Olsen, Robert Carrington, and Jonathan Friedman
   D. D. moved to approve the Consent Calendar as presented (documents were attached to agenda packet); W.C. seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Time for Public Expression – A member of the public addressed the board regarding information about the Sonoma County Law Library.

3. Financial Report

   3.1 Income Statement Sheet – A written sheet was attached to the agenda packet. The Year-To-Date Revenue (7/1/21 – 3/01/22) was $209,430.64 and Year-To-Date Expenses were $80,813.98.

4. Librarian's Report - A written report was attached to the agenda packet.

5. Committee Reports

   5.1 Civic Engagement – a written report was attached to the agenda packet.

6. Old Business

   6.1 Discussion re Community Service Programs During Transition to New Director

The Lawyers in the Library program continued to be on hiatus as new director transitions into his role. An idea came out for a one-day clinic for the backlog on April 30, 2022.

7. New Business

7.1 Discussion re Hiring Positions

The discussion was on the issue of hiring two (2) part-time employees as either (2) administrative assistants or possibly one (1) administrative assistant and one (1) reference assistant. Attached documentation showed that the average rate for an administrative position in Marin County is $22-24.00. Motion was made to allow increase in maximum wage to both administrative assistant positions and reference assistant positions. The maximum wage for the administrative assistant position would be $22.00 and the maximum wage for the reference assistant position would be $24.00. T.B. moved to consent and D.B. seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

7.2 Discussion re Appointments to Board

The discussion was on the issue of new appointments to the board. At the time, there were two (2) openings. One (1) opening is for the judicial appointment to the board and one (1) is for the Board of Supervisors appointment. There were two (2) applications submitted for the judicial opening and zero (0) for the Board of Supervisors opening at this time.

8. Board Members' Suggestions for Next Month's Agenda – Possible discussion regarding appointment of director.

9. Adjournment

All relevant business having come before the board, W.C. moved to adjourn the meeting and D.D. seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:18 p.m. The next board meeting will be held on Tuesday, April 19, 2021, at 5:15 p.m.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Stephen Richards, Ex-Officio
Secretary