



**Minutes of Regular Monthly Meeting of  
Marin County Law Library Board of Trustees  
Marin County Law Library  
20 North San Pedro Road, Suite 2007  
Conference Room  
San Rafael, CA 94903**

**Tuesday, September 20, 2022, at 5:15 P.M.**

**Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Alexander Johnson, Donald Drummond, Walter Cook Jr., and Stephen Richards, Ex Officio-Secretary**

**Also Present: Bill Hale**

Vice President Barrett called the meeting to order at 5:18 p.m.

1. Determination of October Regular Meeting to be held in person or remotely (Government Code section 54953(e))

There was discussion regarding holding the October Regular Meeting to be held either in person or remotely.

Vice President Cirby moved to approve the motion that the October Regular Meeting be held remotely. Trustee Cook seconded the motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT:

2. Consent Calendar

2.1 September 2022 Warrants

2.2 August 2022 Minutes

2.3 Purchase of LexisNexis Subscription and Updated Self-Help Legal Books

Vice President Cirby moved to approve the Consent Calendar as presented. Trustee Johnson seconded the motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT:

Board of Trustees

PRESIDENT

Tracy Barrett, Esq.  
*Board of Supervisors Appointed*

VICE PRESIDENT

Kristine Fowler Cirby, Esq.  
*Judicially Appointed*

Denise Bashline

*Judicially Appointed*

Alexander Johnson, Esq.

*Judicially Appointed*

Donald Drummond, Esq.

*Judicially Appointed*

Walter Cook, Jr., Esq., MLIS

*Judicially Appointed*

Stephen Richards

*Law Library Director*

20 North San Pedro Road

Suite 2007

San Rafael, CA 94903

415-472-3733 T

415-472-3729 F

[www.marincountylawlibrary.org](http://www.marincountylawlibrary.org)

3. Open Time for Public Expression

No public expression at this time.

4. Financial Report

4.1 Filing Fee Schedule – September 2022

4.2 Actuals (Income and Expenses) – September 2022

The Filing Fee Schedule and the Actuals for September 2022 were attached to the agenda packet. The filing fee revenue for the Month of September 2022 was \$13,630.59. The expenses totaled \$14,846.23

5. Librarian's Report

Librarian gave status updates regarding the library. The job position for law library assistant was to be uploaded to Craigslist.

6. Committee Reports

6.1 Civic Engagement

Civic Engagement report was attached to the agenda packet. Public comment was made about possible engagement with local schools about legal topics such as the Marin City shipyard.

6.2 Book Committee

Book Committee report and resolutions were attached to the agenda. Confirmation of resolution to purchase digital LexisNexis subscription and updating the self-help books was agreed upon in the consent calendar.

6.3 Grant Committee

Grant Committee report was attached to the agenda packet. A summary of the report was given at the meeting.

7. Old Business

7.1 **Discussion and Action Item**: re Lawyers in the Library Disclosure Form

Discussion occurred regarding the Lawyers in the Library's Disclosure Form. Some of the discussion was in regard to last month's discussion regarding the disclosure form. Some examples were attached to agenda packet. The idea came about to form a committee and move to next month.

## 8. New Business

### 8.1 **Discussion and Action Item**: Discussion and Action re Special Meeting for Approval of Annual Report to Board of Supervisors

The initial report was due October 14<sup>th</sup> and discussion was made about making a special meeting date for approval. The date was set for October 11<sup>th</sup>. Vice President Cirby moved to approve the date of October 11<sup>th</sup> for a special meeting. Trustee Bashline seconded the motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

### 8.2 **Discussion**: Discussion re Memorial of Robert Carrington

Discussion occurred about a donation on behalf of Robert Carrington. One place for suggested donation was to the MarinHealth Foundation Trustee Bashline moved to approve a donation of \$250.00 to the MarinHealth Foundation on behalf of Robert Carrington.

Trustee Drummond seconded the motion. Additional amendments were added. Vice President Cirby wanted to include that the amount be taken from the projects budget and Trustee Bashline wanted to include a byline for Ron Lieberman on the Law Library website. Trustee Bashline then moved to approve the amended motion. Vice President Cirby seconded the amended motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

### 8.3 **Discussion**: Discussion re Updating and Replacing Network Equipment

Discussion occurred about updating and replacing the network equipment. Some discussion occurred about the funding required to the possible upgrade and also the updated price for the upgrade of the network equipment. The agreement was held to table this topic to the next meeting.

### 8.4 **Discussion**: Discussion re Possible Revenue Sources for Law Library

Discussion occurred about possible revenue sources for the law library. Some considerations included the director learning more about grant writing and other options.

### 8.5 **Discussion**: Discussion re Formation of New Five-Year Plan

Discussion occurred about the idea of a new five-year plan. The topic, however, was meant to be more about reviewing the current five-year plan, which will be tabled to next month's meeting.

8.6 **Discussion**: Discussion re Possible Lawyers in the Library Anniversary Celebration

Discussion occurred about ideas for a possible Lawyers in the Library Anniversary. Some options included a party or certificates. Request was made to obtain list of volunteer attorneys.

9. **Board Members' Suggestions for Next Month's Agenda**

Topics were discussed at the meeting.

10. **Adjournment**

All relevant business having come before the board, Vice President Cirby moved to adjourn the meeting. Trustee Drummond seconded the motion.

Vote: Motion carried 6-0

AYES: Vice President Cirby, President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

The meeting was adjourned at 6:45 p.m. The next board meeting will be held October 18, 2022, at 5:15 p.m.

Respectfully submitted,



---

Tracy Barrett  
President, Board of Trustees



---

Stephen Richards, Ex-Officio  
Secretary