

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



COUNTY OF MARIN

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.

AW LIBRARY DIRECTOR:
aurie Vaala-Olsen

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

Tuesday, September 15, 2020 at 5:15 p.m.

By Remote Connection

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

Also Present: Jackie Grossman, 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 August 18, 2020 Regular Board Meeting – Sam requested that the MCLL Stationary be updated to correctly state the current President and Vice President of the Board. Likewise, the MCLL website needs updating of the same information. Donald moved for approval of Minutes as amended; Jonathan 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 August 2020 Fiscal Report

Actual August Revenue was \$18,183 with actual August Expenses of \$16,918. There was a net positive cash flow of \$1,265 in August, which left a fund balance of \$74,804. Actual filing fee revenue for August 2020 was \$16,002. Actual YTD Filing Fee Revenue (7/1/20 – 8/31/20) was \$16,385. Actual YTD Revenue (7/1/20 – 8/31/20) was \$18,565 and Actual YTD Expenses (7/1/20 – 8/31/20) were \$25,211, resulting in a net negative YTD budget cash flow of \$6,646.

3.2 September 2020 Warrants

Laurie stated that the LexisNexis charges were \$32.16 and an invoice from Staples had arrived the day before which had to be added to the Warrants list. The Staples charges totaled \$106.50. These two charges increased the total Warrants to \$6,165.58. Laurie also stated that the Salaries should be \$4,493.62. Salaries and Warrants combined totaled \$10,659.20. Subtracting \$10,649.20 from \$95,551.64 (Total Revenue Available) left a Remaining Cash Balance of \$84,892.44. Jonathan moved for approval of Warrants as amended; Donald seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report

Laurie reported that MCLL received a \$60,642.82 check from the State of California as backfill for filing fee revenue that was not received from court filings due to the Stay Home Order that took effect March 17, 2020 to combat the spread of COVID-19 in the community. Marin moved into Tier 2 of the Blueprint for a Safer Economy on September 15, which will loosen restrictions on re-openings. Libraries have been advised to follow the guidelines for Retail. Re-opening date for MCLL is dependent on availability of staff to work during the limited hours of operation. Laurie may have to hire another part-time staff for that purpose. Comcast was scheduled to install the Law Library's upgraded internet service connection on Wednesday, September 16. Emails will remain with Sonic for the time being. Laurie attended a webinar by LA Law Library regarding their Lawyers in the Library program, which was transferred to a telephonic platform during COVID-19. Laurie will purchase a Zoom account for MCLL after the internet upgrade to facilitate transfer of MCLL's Lawyers in the Library program to an online platform.

5 Old Business

6. New Business

6.1 Discuss and Approve Annual Report to Board of Supervisors

Laurie thanked Kristine, Donald and Jonathan for their input on the FY 2019-2020 Annual Report. She pointed out that the Report includes information about the detrimental impacts of COVID-19 on the Law Library's programs, services and funding. Additionally, the First Thursdays program was added as well as a note that the Law Library will be offering a credit card payment option and Passport Renewal Services in late 2020. Donald moved for approval of the FY 2019-2020 Annual Report as presented with the possibility of revisions to the Income and Expense Statement pending further clarifications from DOF; Jonathan seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.2 Discussion Regarding Purchasing New Law Library Emails

Tracy reported that she is researching options to replace existing email addresses with something more professional, such as staffname@marincountylawlibrary.org. Google G-Suite appears to be a favorable option; she will have more details at the October board meeting.

6.3 Discuss and Approve Renewal of Policy of Insurance for Lawyers in the Library Program

Renewal of the insurance coverage for the Lawyers in the Library program will cost \$1,476 for the period 10/12/20 through 10/12/21. This is only \$3 more than it cost last year for exactly the same coverage. Tracy moved to approve renewal of the policy of insurance coverage for the Lawyers in the Library program for the term of 10/12/20 through 10/12/21 at a cost of \$1,476; Denise seconded. Motion passed: 6 Ayes, 0 Noes and 0 Abstentions.

6.4 Discuss and Approve Goals for FY 2020-2021

Kristine opened a discussion about setting goals for the 2020-2021 fiscal year, taking into consideration the Strategic Plan adopted for 2018-2023. Tracy recommended focusing on the Law Library's current services and projects instead of taking on any new projects because everything is more difficult to do during this COVID situation. Jonathan is researching some issues that have arisen regarding the Friends Group and will report back to the board in October. Kristine appointed a new Advisory Budgetary Committee for FY 2020-2021

comprised of Donald, Sam and Kristine to review the Budget adopted last February 2020 and to propose necessary revisions due to the Coronavirus pandemic. Donald recommended that we focus on revising the budget under the new COVID-19 reality, and suggested appointing a subcommittee to serve as liaison to the Director to support her in re-opening efforts. Kristine appointed Tracy and Donald to serve on the Advisory Reopening Committee to support and liaison with the Director. Kristine offered assistance to the Director in adapting the Lawyers in the Library program to an online platform.

7. Board Members' Suggestions for Next Month's Agenda – Denise provided an update for the First Thursdays program, stating Paul Ash of the SF-Marin Food Bank will speak in October, someone from the Consumer Fraud Unit of the District Attorney's Office will speak in November and Donna Garske of the Center for Domestic Peace will speak in December. Denise suggested possible options for engaging high school students at the Law Library.

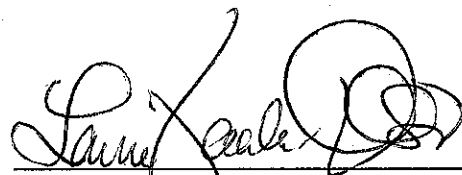
8. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:26 p.m. The next board meeting will be held on Tuesday, October 20, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,



Kristine Fowler Cirby, Esq.



Laurie Vaala-Olsen, Ex-Officio Secretary