

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen

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

Tuesday, May 19, 2020 at 5:15 p.m.

By Remote Connection

BOARD OF TRUSTEES:

Jonathan Frieman, J.D., President

Sam Ware, Esq., Vice President

Denise Bashline

Tracy Barrett, Esq.

Donald Drummond, Esq.

Emily Vance, Esq.

Kristine Fowler Cirby, Esq.

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

Also Present: Emily Vance, Jackie Grossman, Bill Hale

President Jonathan Frieman called the meeting to order at 5:19 p.m. and thereafter  
presided.

## 1. Approval of Minutes

1.1 Minutes of April 21, 2020 Regular Board Meeting - Sam moved to approve the  
Minutes as presented; Kristine seconded. Motion passed with 5 Ayes, 0 Noes, and 0  
Abstentions.

## 2. Open Forum – No comments.

## 3. Financial Report

### 3.1 April 2020 Fiscal Report

Actual revenue was \$14,828, with actual expenses of \$13,477. This left an account  
balance of \$126,246. Filing fee revenue for April 2020 was \$14,828; July 1, 2019 to April  
30, 2020 filing fee revenue was \$146,555. The July 1, 2019 to April 30, 2020 year-to-date  
revenue was \$165,731; July 1, 2019 to April 30, 2020 year-to-date expenses were  
\$139,276.

### 3.2 May 2020 Warrants

Laurie reported on CEB, Copware, NCLC, SPTJ and State Fund warrants. Sam  
moved for approval of the Warrants as presented; Kristine seconded. Motion passed with  
5 Ayes, 0 Noes and 0 Abstentions.

## 4. Librarian's Report

Laurie reported that Marin County will follow a phased reopening plan spearheaded by  
the Marin Recovers Steering Committee and Marin Recovers Industry Advisors. Industry  
Work Groups of 5–8 people will develop recommended criteria for safely resuming an  
industry or activity; the industry reopening plans must meet public health requirements and  
be adopted by the County Board of Supervisors before they can be implemented. County  
Law Libraries across the State are planning for reopening, although reopening dates vary  
widely and many are tied to the local superior court reopening date and in some cases the

local public library reopening date as well. Unfortunately, supplemental funding for County Law Libraries was not included in Governor Newsom's May Revise of the State Budget, so we will advocate to the Legislature for inclusion in the Senate and Assembly Budget Plans that must be presented to the Governor by June 15. Laurie also reported that both part-time Law Library Staff were furloughed from May 1 through May 31 as a cost-cutting measure in light of anticipated budget shortfalls resulting from the COVID-19 Stay Home Orders.

## 5. Committees

5.1 Books, Tables and Chairs – The committee members met with the director to discuss cost-containment measures. The committee recommended eliminating the following: 10 print titles from the CEB Collection (list attached to agenda), Deering's CA Codes (because we also have West's CA Codes), ALM Verdict Search (because they switched to an online only platform which is difficult to share with patrons) and CA State Bar Court Reporter (because reports of attorney disciplinary proceedings are available online from the State Bar website). Total savings from those cuts comes to \$7,610.

5.2 Civic Engagement – Denise will have a written proposal next month. The next First Thursday event will be with Dana Van Gorder of The Spahr Center on June 5 on Zoom.

5.3 MCLE – No report.

5.4 Liaison to Lawyers in the Library Program – Emily reported that she did not renew her term on the board but is planning to volunteer once a month for LIL and is willing to continue serving as attorney coordinator when we reopen. All clinics scheduled during the COVID19 Stay-at-Home Orders have been cancelled. Emily and Laurie discussed transferring LIL to online and/or telephonic platform but current Law Library technology will not support either platform so more research is required to determine what will be needed to move forward with those plans.

5.5 Personnel – Tracy reported that committee members met to discuss staffing and the Law Library's sick leave policy during COVID-19. Tracy moved for adoption of an amendment to the MCLL Sick Leave Policy to allow all staff two weeks paid sick leave according to their typical work schedules effective immediately and only for as long as the COVID-19 state of emergency is in effect. Kristine seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

## 6. Old Business

### 6.1 Review and Discuss Prospective Changes to FY 2020-2021 Budget Considering Negative Economic Impacts of COVID19 Pandemic and Extended Stay Home Orders

Budget Committee will convene a meeting to develop an amended budget for presentation to full board at June meeting.

## 7. New Business

### 7.1 Discuss Open Position on Law Library Board of Trustees

Laurie will send email to all LIL volunteers announcing open position on board of trustees.

7.2 Discuss Virtual Lawyers in the Library Program – covered in item 5.3 above.

### 7.3 Discuss Return to Work Planning for Staff and Facility

Laurie will prepare draft reopening plan for review by Books, Tables and Chairs Committee prior to June board meeting.

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7.4 Discuss Current Collection, Renewal of NCLC Print and Digital Subscription and Measures to Reduce Subscriptions Costs


Sam reported for Books, Tables and Chairs Committee that they recommend discontinuing subscriptions to 10 CEB print titles (list attached to agenda), Deering's CA Codes, ALM Verdict Search and the CA State Bar Court Reporter, which will save the Law Library \$7,610. The committee recommended renewing the Law Library's \$1,880 annual subscription to the NCLC 18 Volume Print and Digital Collection of Consumer Affairs publications because several specifically address COVID-19 impacted financial issues such as surviving debt, CARES Act credit reporting protections, mortgage relief and foreclosure alternatives, and consumer protections from judgment creditors and from creditors' seizure of stimulus checks. The full board agreed with the recommendations of the Books, Tables and Chairs Committee.

8. Board Members' Suggestions for Next Month's Agenda – Budget Committee recommendations for amending FY 2020-2021 Budget and Reopening Protocols.

9. Adjournment

All relevant business having come before the board, Kristine moved to adjourn the meeting and Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:27 p.m. The next board meeting will be held on Tuesday, June 16, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,



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Jonathan Frieman, J.D.



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Laurie Vaala-Olsen, Ex-Officio Secretary