

# 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, April 21, 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: Sam Ware, Jonathan Frieman, Denise Bashline, Tracy Barrett,  
Kristine Fowler Cirby, Donald Drummond, Emily Vance and Laurie  
Vaala-Olsen, Ex Officio Secretary

Also Present: Jackie Grossman, Bill Hale

President Jonathan Frieman called the meeting to order at 5:21 p.m. and thereafter presided.

## 1. Approval of Minutes

1.1 Minutes of February 18, 2020 Regular Board Meeting - Donald was present at the meeting, so that must be corrected in the Minutes. Donald moved to approve the Minutes as amended; Denise seconded. Motion passed with 7 yes, 0 Noes, and 0 Abstentions.

## 2. Open Forum – No comments.

## 3. Financial Report

### 3.1 March 2020 Fiscal Report

Laurie gave the March 2020 fiscal report; actual revenue was \$15,139, with actual expenses of \$12,402. This left an account balance of \$125,233. Filing fee revenue for March 2020 was \$14,613; July 1, 2019 to March 31, 2020 filing fee revenue was \$117,113. The July 1, 2019 to March 31, 2020 year-to-date revenue was \$120,557; July 1, 2019 to March 31, 2020 year-to-date expenses were \$125,822.

### 3.2 March 2020 Warrants

Laurie presented the March 2020 Warrants. Payment for the National Consumer Law Center Warrant was postponed until May. Sam moved for approval of the Warrants as amended; Donald seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

### 3.2 April 2020 Warrants

Laurie presented the April 2020 Warrants. Payment for the National Consumer Law Center Warrant was postponed until May. Sam moved for approval of the Warrants as amended; Kristine seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

## 4. Librarian's Report

Laurie reported on COVID19-related developments in the courts, county, and state, which she has posted on the MCLL website on a special COVID19 page. The Law Library will remain closed through May 3 by order of the Marin County Public Health Officer. All

CCCLL supplemental funding efforts have been placed on hold for the time being, however, CCCLL members have been busy making numerous legal resources available to the public by remote connection, including MCLL. Staff have continued to work from home and are being paid in full for their regularly scheduled weekly hours. Laurie is researching the possibility of making Lawyers in the Library available to the public by remote connection.

## 5. Committees

5.1 Books, Tables and Chairs – No report.

5.2 Civic Engagement – Denise provided a written report for the agenda packet. She proposed Zoom presentations for First Thursdays and suggested creating webinars or simple videos on YouTube about topics such as cease and desist or bill collection. She also presented information from the Library of Congress website.

5.3 MCLE – No report.

5.4 Liaison to Lawyers in the Library Program – Emily reported that she is planning to volunteer once a month for LIL when we reopen. All clinics scheduled during the COVID19 Stay-at-Home Orders have been cancelled.

5.5 Liaison to Friends of Marin County Law Library – A fundraising event had been scheduled for April 11, but it has been postponed indefinitely due to COVID19.

## 6. Old Business

6.1 Reconsider FY 2020-2021 Projected Budget in Light of Anticipated Negative Economic Impacts of COVID19 Pandemic – Tabled.

## 7. New Business

7.1 Discuss and Approve Temporary Measures Re Coronavirus Containment and Return to Work Planning for Staff and Facility

Laurie presented several measures to be undertaken at Law Library to safeguard health and safety of staff and patrons when Law Library reopens. Board supported the measures, which are listed in a report attached to the agenda packet.

7.2 Discuss Current Collection and Measures to Cut Subscriptions Costs in Light of Expected Negative Economic Impacts of COVID19 – Tabled until May Board Meeting. The Books, Table and Chairs Committee will meet to review the Law Library's current subscriptions and present a proposal for cuts to the collection at the May Board Meeting.

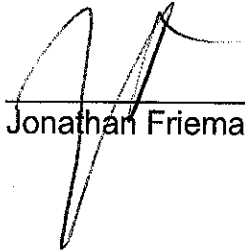
7.3 Discuss and Approve Renewal of Print and Digital Subscription to National Consumer Law Center Publications – Tabled until May Board Meeting.

8. Board Members' Suggestions for Next Month's Agenda – 7.2 and 7.3 should be combined and placed on May Agenda. Personnel Committee should meet to discuss staffing during COVID19 and present report at May Board Meeting.

9. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Kristine seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:50 p.m. The next board meeting will be held on Tuesday, May 19, 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