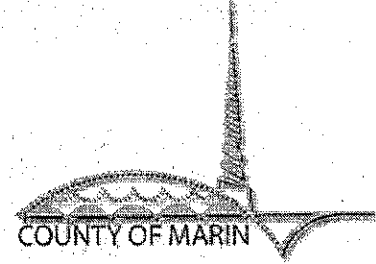


Minutes of Regular Meeting of the Board of Law Library Trustees of Marin County



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

BOARD OF TRUSTEES:
Kristine Fowler Cirby, Esq., President
Tracy Barrett, Esq., Vice President
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr., Esq., MLIS

Tuesday, July 20, 2021, at 5:15 p.m.

By Remote Connection

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Donald Drummond,
Walter Cook, Jr., and Laurie Vaala-Olsen, Ex Officio-Secretary
Absent: Jonathan Frieman
Also Present: Bill Hale

President Kristine Cirby called the meeting to order at 5:15 p.m. and thereafter presided.

1. Approval of Minutes

1.1 Minutes of June 15, 2021 Regular Board Meeting – Donald moved for approval of the Minutes as presented; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – No comments.

3. Financial Report

3.1 June 2021 Fiscal Report

The Fiscal Report for June 2021 was attached to the agenda packet. MCLL began the month of June with \$112,757 in its fund and ended the month with \$108,875, a net loss of \$3,882. Filing Fee Revenue for June was \$11,634; Expenses totaled \$15,516. YTD Revenue (7/1/20 – 6/30/21) was \$198,369 and YTD Expenses were \$15,624 leaving a FY 2020-2021 budget balance of \$32,745.

3.2 July 2021 Warrants

The Warrants list was amended to provide payment to CEB in the amount of \$2,349.11, and payment to Comcast Business in the amount of \$190.87. SPTJ did not charge for the hourlong meeting with Jonathan, Donald, Walter and Laurie regarding replacement of the network equipment. Following the above-referenced amendments, the July Warrants totalled \$8,211.79; total expenses were \$14,411.86 (this included salaries). Walter moved for approval of the Warrants as amended; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report – Attached to July 2021 Agenda Packet. Laurie added that MCLL will receive \$92,100 in state funding, probably in September. This amount restores MCLL to 96% of the filing fee revenue it received in 2008/2009.

5. Committee Reports

5.1 Fundraising for Network Equipment Replacement – In Jonathan's absence, Donald reported that Jonathan is very knowledgeable regarding the technical necessities of grant applications. Walter reported that they are gathering information planning to use the internal resources available to them to research grant possibilities.

5.2 Civic Engagement – See detailed written report attached to agenda packet.

6. Old Business

6.1 Changes to Law Library Access Requirements

Laurie reported that community vaccination in Marin is the highest in the country, however COVID-19 Delta Variant infections are rising everywhere. Marin Public Health Director Dr. Willis last Friday joined with 7 other Bay Area County Public Health Officers to recommend that everyone return to wearing masks indoors to stop the spread (both vaccinated and unvaccinated). Although all staff have provided verification that they are fully vaccinated, I recommend that staff and patrons of the Law Library continue to wear masks. We will discontinue the practice of wearing gloves to use the print publications in the Law Library and continue to encourage social distancing. As we have done in the past, we will continue to follow the guideline recommendations of the CDC, CDPH, and Cal/OSHA. I further recommend that the Law Library expand operating hours effective July 21, 2021 to 8:30 a.m. to 6:00 p.m. Monday through Thursday, 8:30 a.m. to 12:00 noon on Fridays and remain closed on the weekends.

6.2 Establishment of Grant-Seeking Committee

This item was tabled until August.

7. New Business

7.1 Election of Officers for FY 2020-2022

Laurie reported that she received no nominations for officers. Denise moved for nomination of Kristine Fowler Cirby for President and Tracy Barrett for Vice President for FY 2021-2022. Donald seconded. Motion passed; 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Renew Subscription to National Housing Law Project Green Book

Laurie reminded trustees that the Green Book is a manual about the rights of tenants in HUD Housing Programs. We have both digital access to and a print copy of the manual. We were not charged for this subscription last year. This year the cost will be \$275 because it is a group purchase with several other California County Law Libraries. Denise moved to renew the subscription to the NHLP Green Book for \$275; Walter seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.3 Approve Certificate of Appreciation for Sam Ware, MCLL Trustee

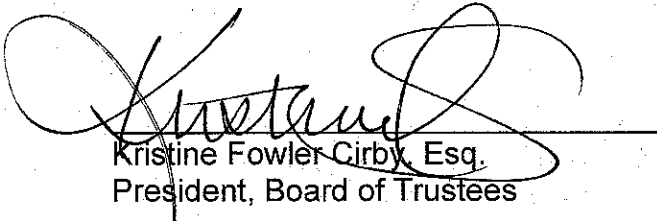
Sam served on the MCLL Board of Trustees for over 8 years. Denise moved for approval of a certificate of appreciation for Sam Ware; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

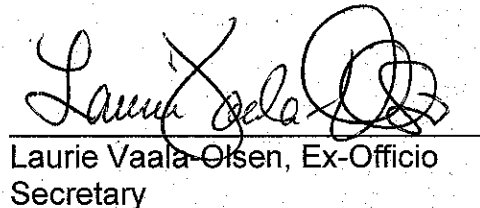
8. Board Members' Suggestions for Next Month's Agenda – Revisit Strategic Plan from a few years ago and establish a committee to research grant possibilities for the Law Library.

9. Adjournment

All relevant business having come before the board, Walter moved to adjourn the meeting and Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:25 p.m. The next board meeting will be held on Tuesday, August 17, 2021, at 5:15 p.m. on Zoom.

Respectfully submitted,


Kristine Fowler Cirby, Esq.
President, Board of Trustees


Laurie Vaala-Olsen, Ex-Officio
Secretary