

# 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.

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.  
Walter Cook, Jr., Esq., MLIS

Tuesday, January 19, 2021 at 5:15 p.m.

By Remote Connection

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

Also Present: Jackie Grossman, Bill Hale

President Kristine Fowler Cirby called the meeting to order at 5:18 p.m. and thereafter presided.

## 1. Approval of Minutes

1.1 Minutes of December 15, 2020 Regular Board Meeting – Donald moved for approval of the Minutes as amended; Denise seconded. Motion passed: 7 Ayes, 0 Noes, 0 Abstentions.

## 2. Open Forum – No comments.

## 3. Financial Report

### 3.1 December 2020 Fiscal Report

Actual December Revenue was \$9,503 and actual December Expenses were \$19,338. There was net negative cash flow of \$9,483.66 in December, which left a fund balance of \$118,674. Actual filing fee revenue for December 2020 was \$9,503. Actual YTD Filing Fee Revenue (7/1/20 – 12/31/20) was \$59,369. Actual YTD Revenue (7/1/20 – 12/31/20) was \$123,151 and Actual YTD Expenses (7/1/20 – 12/31/20) were \$81,096 resulting in a net positive YTD budget cash flow of \$42,054. The expense figures for December 2020 are incorrect. It is apparent that the projected figures for December 2020 were not replaced by the actual figures for the month. This will be corrected before the February 2021 board meeting. Discussion ensued regarding the budget shortfall. Kristine appointed Sam Ware, Walter Cook, Jr. and Donald Drummond to a Budget Advisory Committee. The Committee will review the Law Library's financials and report back to the board at its February 2021 meeting with recommendations for revisions to the FY 2020-2021 Budget to reduce our expenses for the remainder of the fiscal year.

### 3.2 December 2020 Warrants

Laurie stated that \$110.45 is the correct amount due for AT&T services, which brings the Warrants total to \$8,419.78, the Total Expenses to \$13,253.40, which left a Remaining

7.3 Discussion and Action Item: Renewal of Policy of Nonprofit D&O Insurance

The Law Library's Nonprofit D&O Insurance with USLI is up for renewal effective 2/14/21 at the same annual premium we paid for last year's policy. Sam moved that MCLL renew its nonprofit D&O liability policy with USLI for \$1,328 for the 2/14/21 – 2/14/22 term. Donald seconded. Motion passed; 7 Ayes, 0 Noes, 0 Abstentions.

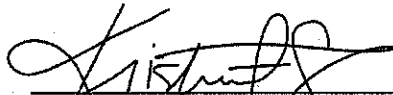
8. Board Members' Suggestions for Next Month's Agenda

- Ad Hoc Budget Advisory Committee Report
- Closed Session regarding pending litigation
- Contacts/Events Committee – Denise and ?

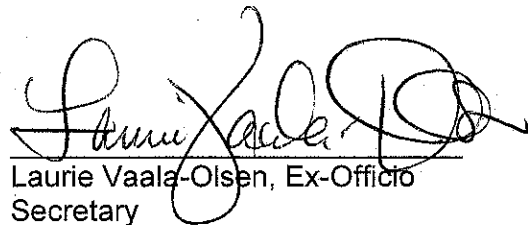
9. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Walter seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:16 p.m. The next board meeting will be held on Tuesday, February 16, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,



Kristine Fowler Cirby, Esq.  
President, Board of Trustees



Laurie Vaala-Olsen, Ex-Officio  
Secretary