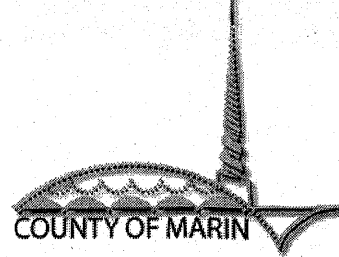


Regular Meeting of the Board of Law Library Trustees of Marin County

LIBRARY DIRECTOR:
Jason Voelker

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

Thursday, February 20, 2014, at 5:15 p.m.



BOARD OF TRUSTEES:
Benjamin Gale, President
Steven Schoonover, Esq.
Marta Osterloh, Esq.
Sam Ware, Esq.
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.

Present: Ben Gale, Steven Schoonover, Marta Osterloh, Alexandria Quam,
Robert Begley, Elliot Bien and Jason Voelker, Ex-Officio Secretary.

Absent: Sam Ware

Call to Order

Ben Gale determined that there were sufficient members to constitute a quorum, convened the meeting at 5:22 p.m., and thereafter presided.

1. Welcome New Trustees

The Trustees welcomed their two newest members. Coming from Mill Valley, the Law Library welcomes Robert Begley and from San Rafael, Elliot Bien. Robert is a designee of Judge Chou and Elliot was appointed by Judge Sweet. Their appointments bring the total number of Trustees to 7.

2. Approval of December Minutes

Draft minutes of the January meeting were distributed and reviewed. Alexandria noted that she was intermittently referred to in the minutes as "Ali" and "Alexandria." She requested that she be consistently referred to as Alexandria for uniformity. Bill Hale expressed concern about his public comments, noting that his full statement at the January meeting was not contained within the minutes. Responding to Bill's concerns, Jason explained that there are three types of minutes used in meetings. "Verbatim" minutes refer to minutes that document every word that is said during a meeting. "Summary" minutes describe the overall summary of what is said in a meeting, and "Action" minutes are used to describe all the actions that take place during a meeting. Jason explained that he takes summary minutes, which means that not every word is reflected in the record. Bill agreed with this assessment, but asked that he be allowed to read a summary of his statement into the record. Elliot moved that the Board accept the document Bill prepared and attach it as an addendum to January's minutes. Ben

Gale seconded. The motion was approved 6-0, with Sam Ware abstaining as he was not present.

Alexandria moved to approve the minutes with the changes listed above. Marta seconded. The motion was approved 3-0, with Elliot and Bob abstaining because they were not members of the Board during the January meeting, Steven abstaining because he was no present for January's meeting, and Sam Ware abstaining as he was not present.

3. Open Forum

Bill addressed the Trustees on the subject of grants, explaining to the new trustees that the Library should align itself with the Marin Community Foundation and apply for emergency funds and future funding possibilities. Bill passed around printouts from MCF's website and stated that we should apply for funds immediately. In responding to Bill's suggestions, Steven noted that MCF had a section which stated "what we do not fund," and it appeared that the Library was ineligible based upon the criteria listed therein. Bill stated that although it did not appear that the Library met several of the current funding goals of MCF, the Library could seek emergency funding nonetheless. Bill also suggested that the Library could start an appellate program for indigents, provide vital legal education to self-represented litigants, or provide lawyer referral services and a number of other services that would potentially qualify us for grant money from MCF.

Bill next addressed the Board on signage, suggesting that the Law Library obtain a larger sign for the exterior of the building. He asserted that a larger sign would increase visibility and foot traffic. Bill also asked that the Library Agendas omit the "Closed Session" placeholder unless a closed session is actually going to be held.

The Board thanked Bill for his comments and stated that his suggestions would be seriously considered.

4. Financial Report

4.1 January's Fiscal Report:

Jason presented the Library's Financial Statement. The unrestricted fund balance as of January 31, 2014 was \$4,588.07. The income from Court filing fees was \$14,588.83, \$1,483.74 below that of January 2013. The Unrestricted Fund Balance on February 20, 2014 was \$17,093.35, including the February filing fee deposit.

4.2 February Warrants

Jason presented a schedule of warrants for payments in February. In presenting the schedule, Jason noted that an invoice for \$481.78 from CIT was not listed on the schedule because it did not arrive in the mail until the day of the Board meeting. He asked the Trustees to consider it with the warrants list.

For the benefit of the new trustees, Ben asked Jason to explain the process of how warrants are paid. Jason stated that the Trustees approve the warrants before the warrants can be issued, so it's necessary to generate a proposed schedule for presentation to the Trustees. Once approved, Library staff enters the County's accounting system (SAP) and processes each warrant one by one. The system requires one staff member to undertake the initial creation of a bookkeeping document, with another person, the supervisor, approving the transaction. Once approved from the Library, the Department of Finance checks the ledger against the invoice, approves or denies the transaction, and then issues a check for the Library to pick up and mail to each of its vendors. The whole process takes an incredible amount of staff time. Elliot asked if the Trustees involvement in this process appeared to be an exercise in micromanagement, and if it was necessary that the Board be involved. Ben stated that it is a process the Board has undertaken for a number of years and that in the past the Trustees were surprised to discover \$40,000 in arrears when a previous director retired.

Motion by Ben, seconded by Steve, that the Library attach CIT as an addendum to the Schedule of Warrants, and that all warrants on the schedule should be paid as listed. Motion approved 6-0, with Sam abstaining as he was not present.

5. Librarian's Report

5.1 MCLL Website

Jason informed the Board that as of February 1, 2014, the Law Library's new website is live and online. It may be located at www.marincountylawlibrary.org. MCLL's site will keep pace with Library developments by posting agendas 72 hours prior to each scheduled meeting and posting minutes after approval. This includes updating our card catalog, providing better information on our virtual library, and integrating a forms catalog. Alexandria stated that she enjoyed the new site and looked forward to the development of a card and form catalog. The Board thereafter discussed the need for a proper disclaimer for any online forms provided, with Bob discussing several different sources for appropriate online disclaimers.

5.2 Finances and Accounts

In accordance with the Board's January 16, 2014 Resolution, Jason submitted \$380.64 in petty cash receipts to the County and "wrote-off" the remaining \$898.84 balance. The Library thereafter transferred \$300 to Account 1113010, Petty Cash, from Account 70120, our general operating fund. The \$300 is currently being maintained as the Library's new petty cash balance.

Appropriate Budget in Fund 34170 (discussed out of order)

The Board discussed its January 16, 2014 resolution, in which it resolved to transfer \$17,812.65 from Account 34170, the Law Library Investment Fund, to Account 70120, the Law Library's General Operating Fund. Ben asked why the transfer was delayed. Jason stated that the transfer was delayed because the Board's resolution did not specifically state whether the Library intended to appropriate the budget in Fund 34170. In order to transfer money from Account 34170 it must have an allocated budget allowing for such a transfer. Since no budget exists with regard to Account 34170, a new resolution appropriating the budget is required.

Motion by Marta, seconded by Ben, that the Library appropriate the budget in Fund 34170 and transfer \$17,812.65 to Account 70120, our general operating fund. The motion was approved 6-0, with Sam Ware abstaining as he was not present.

5.3 Salaries & Benefits

January's salaries and benefits exceeded December's projections by \$2,500. This has since been corrected and all overages are scheduled to be reduced from February's payroll.

6. Old Business

6.1 Library Phone Lines

With the County advising that it is in the process of disconnecting the Library's network phone connection, the Trustees voted to contract with AT&T for a comprehensive collection of integrated network services for independent government agencies. AT&T's Calnet Contract will allow the Library to maintain phone lines at \$8.31 per line.

Motion by Ben, seconded by Marta, that the Library execute the contract with AT&T's Calnet Unit. Motion approved 6-0, with Sam abstaining as he was not present.

7. New Business

7.1 Appropriate Budget in Fund 34170

Addressed in Finances & Accounts above.

7. Closed Session (Gov. Code §§ 54950-54963)

No closed session was held.

8. Adjournment

All business before the Board having been considered, the meeting was adjourned at 6:25 p.m. The next Marin County Law Library Board of Trustees meeting is March 20, 2014.

Respectfully submitted,

Ben Gale, Chair

Jason Voelker, Ex-Officio Secretary