



**Minutes of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, October 18, 2022, at 5:15 P.M.

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Alexander Johnson, Donald Drummond, Walter Cook Jr., and Stephen Richards, Ex Officio-Secretary

Also Present: Bill Hale, Elliott Bien

Vice President Cirby called the meeting to order at 5:18 p.m.

1. Determination of October Regular Meeting to be held in person or remotely (Government Code section 54953(e))

There was discussion regarding holding the November Regular Meeting to be held either in person or remotely.

Vice President Cirby moved to approve the motion that the November Regular Meeting be held remotely. Trustee Cook seconded the motion.

Vote: Motion carried 5-0

AYES: Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: President Barrett

2. Consent Calendar

2.1 October 2022 Warrants

Trustee Cooke moved to approve the Consent Calendar as presented. Trustee Drummond seconded the motion.

Vote: Motion carried 5-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: President Barrett

3. Open Time for Public Expression

One of the members of the public introduced himself to the board at the meeting.

Board of Trustees

PRESIDENT

Tracy Barrett, Esq.
Board of Supervisors Appointed

VICE PRESIDENT

Kristine Fowler Cirby, Esq.
Judicially Appointed

Denise Bashline

Judicially Appointed

Alexander Johnson, Esq.

Judicially Appointed

Donald Drummond, Esq.

Judicially Appointed

Walter Cook, Jr., Esq, MLIS

Judicially Appointed

Stephen Richards

Law Library Director

20 North San Pedro Road

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San Rafael, CA 94903

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www.marincountylawlibrary.org

4. Financial Report

4.1 Filing Fee Schedule – October 2022

4.2 Actuals (Income and Expenses) – October 2022

The Filing Fee Schedule and the Actuals for October 2022 were attached to the agenda packet. The filing fee revenue for the Month of September 2022 was \$12,059.80. The expenses totaled \$20,051.66. Comments were brought up that October 2022's filing was the lowest in some time.

5. Librarian's Report

Librarian gave status updates regarding the library.

6. Committee Reports

6.1 Civic Engagement

Civic Engagement report was attached to the agenda packet. The First Thursday speaker will be the grand Jury of Marin in January. Also, reached out with the San Rafael Library for a partnership with the Law Library.

7. Old Business

7.1 **Discussion and Action Item**: re Lawyers in the Library Disclosure Form

The committee did not have a chance to meet on the issue and Vice President Cirby made a motion to table this item for the next board meeting. Trustee Drummond seconded the motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT:

7.2 **Discussion**: Discussion re Updating and Replacing Network Equipment

The discussion regarding the attached document for the network update equipment along with possibly updating the photocopiers as well. The discussion moved towards many questions to answer and possibly inviting IT for the next meeting. Questions to answer include newer costs with labor, timing, and possible other proposals for the copiers. Vice President Cirby made a motion to table this topic for the next month. Trustee Bashline seconded the motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT:

8. New Business

8.1 **Discussion and Action Item:** Discussion and Action re Annual Report 2021-2022

Discussion regarding the annual report occurred. Public comment was added about possible change of a particular word. Comment was made to change the amount of reserves to reflect current amount in account. Vice President Cirby made a motion to approve the annual report and submit to the County Board of Supervisors with the edit. Trustee Johnson seconded the motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

8.2 **Discussion:** Discussion and Action re Civil Appeals as Subject Matter for Lawyers in the Library

Presentation was given by Elliott Bien about adding the topic of civil appeals as a subject matter for the Lawyers in the Library program. The idea is to give general advice on the civil appeals process in state court. Some concern was brought up that volunteers should be available when the subject is offered at the program. Public comment was added that this would be useful to have as a subject matter.

Trustee Bashline made a motion to approve the addition of civil appeals as a subject matter for Lawyers in the Library. Vice President Cirby seconded the amended motion.

Vote: Motion carried 6-0

AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

8.3 **Discussion:** Discussion and Action re Donation Letter

Donation letter was not ready at this time and no action was required at this time.

8.4 **Discussion:** Discussion re Five Year Plan

Discussion occurred regarding the five-year plan. Notes regarding the original five-year plan were attached to agenda packet. Some comments included the number of board presidents and the fact that some of these items were completed. Items included from the sheet: 1, 2, 5, 8, and 9.

8.5 **Discussion:** Discussion re Empty Board Position

Discussion occurred about the empty board position currently available. The empty position is for the Board of Supervisors appointee.

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

Topics were discussed at the meeting.

10. Adjournment

All relevant business having come before the board, Vice President Cirby moved to adjourn the meeting. Trustee Drummond seconded the motion.

Vote: Motion carried 6-0

AYES: Vice President Cirby, President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook

ABSENT: None

The meeting was adjourned at 6:32 p.m. The next board meeting will be held November 15, 2022, at 5:15 p.m.

Respectfully submitted,



Tracy Barrett
President, Board of Trustees



Stephen Richards (Nov 22, 2022 10:44 PST)

Stephen Richards, Ex-Officio
Secretary