

**Notice 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, March 15, 2022, at 5:15 P.M.

The meeting will be conducted by remote connection.

Pursuant to AB 361 (Enacted September 16, 2021) and Government Code section 54953(e), interested members of the public are asked to **attend electronically by clicking on the link below or by typing the link into your web browser or by telephone by calling in to the telephone number below:**

Topic: Board Meeting

Time: Mar 15, 2022 5:15 P.M. Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81799478800?pwd=MDdSWm5DdzVQRINDWFMveGN5Nys3dz09>

Meeting ID: 817 9947 8800

Passcode: 528315

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Meeting ID: 817 9947 8800

Passcode: 528315

Find your local number: <https://us02web.zoom.us/j/81799478800>

Agenda

Call to Order*

1. Consent Calendar

2.1 February 2022 Warrants

2.2 March 2022 Warrants

2.3 Approval to Hold Board Meeting Remotely for April 19, 2022

2.4 Approval for January 2022 Meeting Minutes

- 2.5 Approval for Certificates re Laurie Vaala-Olsen, Robert Carrington, and Jonathan Friedman
3. Open Time for Public Expression
4. Financial Report
 - 4.1 Income Statement Sheet
5. Librarian's Report (See Written Report)
6. Committee Reports
 - 6.1 Civic Engagement (See Written Report)
 - 6.2 Accountants Committee
 - 6.3 Personnel Committee
7. Old Business
 - 7.1 **Discussion and Action Item:** Discussion re Community Service Programs During Transition to New Director.
8. New Business
 - 8.1 **Discussion and Action Item:** Discussion re Hiring positions
 - 8.2 **Discussion and Action Item:** Discussion re Appointments to Board
9. Board Members' Suggestions for Next Month's Agenda
10. Adjournment

The next board meeting will be held on Tuesday, April 19, 2022, at 5:15 p.m.

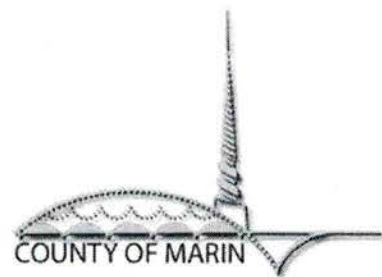
Upcoming Events FYI:

- First Thursdays at the Law Library
- Deadline to Submit Reports for Board Meeting on 4/19/22: 4/12/22

* This meeting may be recorded as authorized by the Government Code.

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

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



LAW LIBRARY DIRECTOR TRUSTEES: Laurie Vaala-Olsen, Esq., Fowler Cirby, Esq.,

BOARD: Kristine

Tracy Barrett, Esq., Denise Bashline, Walter Cook, Jr., Esq.

A California Independent Public

Donald Drummond, Esq.

MLIS

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

President Kristine Cirby called the meeting to order at 5:22 p.m. and thereafter presided.

- 1. Consent Calendar
1.1 Approve Resolution 2022-1 to Hold Board Meetings Remotely on January 18, 2022 and February 15, 2022 Due to the Continued Threat of COVID-19
1.2 Approve of Minutes of December 14, 2021, Regular Board Meeting
1.3 January 2022 Warrants
Tracy moved to approve the Consent Calendar as presented (documents were attached to agenda packet); Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.
2. Open Time for Public Expression - Two members of the public addressed the board regarding recognition for Jonathan Friedman's service on the board and regarding the First Thursdays at the Marin County Law Library program.
3. Financial Report
3.1 December 2021 Fiscal Report
Attached to the January 2022 agenda packet was the November 2021 fiscal report because there was no access to Munis to create the December 2021 fiscal report prior to posting the January 18, 2022 agenda packet. However, Laurie reported on the December 2021 financials orally at the board meeting. MCLL began the month of December with \$_____ in its fund and ended the month with \$_____, a net gain/loss of \$_____. Filing Fee Revenue for December was \$_____; Expenses totaled \$_____. YTD Revenue (7/1/21 - 12/31/21) was \$_____ and YTD Expenses were \$_____ leaving a FY 2021-2022 budget balance of \$_____.

4. Librarian's Report - Laurie reported that there was a significant influx of donations to the Law Library pursuant to the holiday donation request letter prepared by board president Kristine Fowler Cirby and distributed widely in early December 2021 by board trustee Denise Bashline. Kudos to them both.

5. Committee Reports

5.4 Grants – The county just reopened access to applications for grant funding for the next grant cycle, which will be January to March 2022. Donald will obtain an application form and complete it; MCLL seeks funding for the network infrastructure replacement project.

5.1 Civic Engagement – Lori Frugoli, Marin County District Attorney, and Shelley Scott, Marin County Assessor Recorder, spoke about a new county program to assist the public in avoiding property deed fraud. The presentation drew the largest crowd we have had to date for the First Thursdays program with about 25 people in attendance. Denise also reported on her efforts to promote the National Center for State Courts 2022 Civics Education Essay Contest to Marin students in grades 3 to 12. There will be no First Thursdays event in February.

5.2 Accountants – Donald has reviewed the extensive information provided to the committee by the Law Library Director and plans to meet with and interview the bookkeeper regarding the Law Library's trust account with the County. He and Tracy also will review with the bookkeeper the process for reporting/posting ADP payroll data to the Law Library's fund using the Munis accounting software.

5.3 Personnel – Tracy reported that the committee will meet with two interview candidates this week regarding the Director position at the Law Library.

6. Old Business

6.1 Hiring Staff During Search for and Transition to New Director and Related Changes to Hours of Operation

Laurie reported that she plans to make an offer to an individual interested in the Law Library Assistant position. Discussion regarding pay for the position ensued.

The trustees agreed to suspend the Lawyers in the Library program from January 20 through February 28, 2022. In addition, there will be no First Thursdays speaker in February. The Director will post notices to MCLL website regarding program suspensions.

7. New Business

7.1 Approve Resolution 2022-2 Approving Certificate of Recognition for Jackie

The Director expressed gratitude to Law Library Consultant Jackie Grossman for many years of support and wise advice to the Law Library which has been tremendously beneficial to us all. Denise moved to approve Resolution 2022-2 recognizing Jackie Grossman's 6 years of consulting services to the Marin County Law Library; Donald seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Hire Bookkeeper to Manage Payroll – see 5.2 above, Accountants Committee Report.

7.3 Prepare Boards and Commissions Report – This report is past due and must be submitted as soon as possible. MCLL responses to report questions will track our Annual Report and goals discussed in 2021-22 board meetings.

8. Board Members' Suggestions for Next Month's Agenda – Reports by Grants, Accountants and Personnel Committees.

9. Adjournment

All relevant business having come before the board, Donald moved to adjourn the meeting and Walt seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:51 p.m. The next board meeting will be held on Tuesday, February 15, 2022, at 5:15 p.m. on Zoom.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio
Secretary

MARIN COUNTY LAW LIBRARY INCOME STATEMENT— JULY 2021-MARCH 2022*

REVENUE

1. Fillings (451970) - \$ 109,063.42
2. Interest (44115) - \$ 68.81
3. Photocopies (462650) - \$ 1,190.60
4. Book Sales (470410) - \$ 1,051.92
5. Donations (470330) - \$ 2,075.00
6. Fax/Paper Sales (470110) - \$ 3.00
7. Conference Room (441215) - \$ 0.00
8. Proctoring (462610) - \$ 0.00
9. Misc. Receipts (CLE, COVID-19 Payment, etc.) - \$ 93,977.89
10. Total Revenue - \$ **209,430.64**

EXPENSES

STAFF

1. Librarian (511110) - \$ 19,570.28
2. Extra Hire (511220) - \$ 12,244.25
3. Social Security (515110) - \$ 2,223.53
4. Medicare (515115) - \$ 520.05
5. Health Benefits (513215) - \$ 6,843.68
6. Workers Compensation (514110) \$ 814.85
7. Unemployment Insurance (515120) \$ 315.68
8. Total Staff Expenses: \$ **42,532.32**

ADMINISTRATIVE EXPENSES

1. Insurance (521610) - \$ 4,189.80
2. Memberships/ Prof. Development (52210) - \$ 55.00
3. Office Expenses (522410) - \$ 1,439.37
4. Phone/Internet (521310) - \$ 4,958.11
5. Total Administrative Expenses: \$ **10,642.28**

COLLECTION

1. Publications Upkeep (522815) - \$ 27,639.38
2. Total Collection Expenses - \$ **27,639.38**

TOTAL EXPENSES

- \$ **80,813.98**

*This is the data from approved entries in the Law Library Fund, which covers certain areas up to January/February 2022.

Marin County Law Library February 2022 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 108.11	\$ 108.11
2	CEB Print	\$ 267.63	\$ 267.63
3	CEB OnLAW	\$ 341.59	\$ 341.59
4	Comcast Business	\$ 207.52	\$ 207.52
5	Lexis - Print	\$ 33.87	\$ 33.87
6	Marin Copier Company - Drum Kit Replacement	\$ 551.62	\$ 551.62
7	USLI	\$ 531.20	\$ 531.20
8	Westlaw Next	\$ 2,087.84	\$ 2,087.84
9	West Publishing	\$ 1,184.51	\$ 1,184.51
10	NCLC Yearly Subscription	\$ 2,136.00	\$ 2,136.00
11	US Bank (Wix, Sonic, Cosco, Versa-Tape)	\$ 387.83	\$ 387.83
	Totals:	\$ 7,837.72	\$ 7,837.72

Salaries: \$3,170.10

Total Expenses: \$

Total Revenue Available:	\$ 192,805.62
Total Expenditures (proposed):	\$ 11,007.82
Remaining Cash Balance:	\$ 181,797.80

Marin County Law Library March 2022 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 108.11	\$ 108.11
2	CEB Print	\$ 317.00	\$ 317.00
3	CEB OnLAW	\$ 341.59	\$ 341.59
4	Comcast Business	\$ 207.52	\$ 207.52
5	LexisNexis	\$ 1,504.66	\$ 1,504.66
6	SPTJ (Chien Liew Consulting)	\$ 175.00	\$ 175.00
7	US Bank (Sonic, Otter.AI)	\$ 264.00	\$ 264.00
8	USLI	\$ 531.20	\$ 531.20
9	Westlaw Next	\$ 2,087.84	\$ 2,087.84
10	West Publishing	\$ 1,184.51	\$ 1,184.51
11	Library Coverage (Walt Cook)	\$ 986.00	\$ 986.00
12	Copware (California Peace Officers Legal Sourcebook Subscription Renewal)	\$ 85.00	\$ 85.00
13	Staples Business	\$ 60.62	\$ 60.62
	Totals:	\$ 7,853.05	\$ 7,853.05

Salaries: \$1,293.37

Total Expenses: \$9,027.55

Total Revenue Available:	\$ 181,797.80
Total Expenditures (proposed):	\$ 9,146.42
Remaining Cash Balance:	\$ 172,651.38

Regular Meeting of the Marin County Law Library Board of Trustees

March 2022

Librarian's Report

1. **Operations** - Current operating hours are:

<u>Mondays, Wednesdays</u>	<u>Tuesdays, Thursdays</u>	<u>Friday</u>
9:00AM-4:00PM	9:00AM-4:00PM	CLOSED

Exceptions:

Thursday, 03/31 **CLOSED for CESAR CHAVEZ DAY**

2. **Staffing** – Currently, the Law Library has two (2) total activate staff members. I have redesigned the advertisement for the part-time administrative assistant position and posted the position through NOCALL and various schools. One issue is that the current salary for a part-time administrative assistant in San Rafael is more than \$20.00 for the level of experience that would be ideal for us.
3. **Open Trustee Positions on MCLL Board**
Two (2) of the trustee positions remains unfilled. The application form for the position is available from a link on the Law Library website and on the home page of the Marin County Superior Court website.
4. **Notes Regarding Warrants** – Currently, February warrants are based on previous warrants list except that a few annual charges are required. Since the last meeting did not have a quorum, both February and March warrants will need to be approved by the Board. In addition, certain bills that were attached to the old Cal-Card are also requiring payment.
5. **Fiscal:** Currently, I have been working with the Marin County Department of Finance to access the Law Library Fund and other financial matters including the reestablishment of the procurement card. One of the issues, however, is that the old procurement card contained certain bills that need to be moved over to the new card or another method for payments should be created and approved. In addition, without complete access to the fund, the current invoices are roughly two (2) months behind payment. As for filling fees, the last number was received was \$13,680.25 on February 10, 2022.
6. **Lawyers in the Library Update:** After meeting with Mee Mee Wong on 02/25/2022, it made sense to both of us to begin the program in April 2022 for proper set-up. One idea was suggested that once a month would make finding volunteers easier along with a hybrid video/onsite. I have also spoke with others to figure out how they have been running their Lawyers in the Library program at this time. One possibility is trying to use digital forms to cut down on the processing time or handwritten signatures. I have looked into Adobe Sign and DocuSign PowerForms. The sales representative from Adobe thought that the best price sale would be by transactional use, which would be 1,000 signatures for \$30.19 a month. DocuSign PowerForms does come with the Business pro edition, which is either \$480.00 per year or \$65.00 a month, but it only has 100 signatures per year.

Marin County Law Library Civic Engagement Report March 2022

First Thursdays at the Marin County Law Library Program

Confirmed for April 7:

Marin Organizing Committee

About Marin Organizing Committee:

Who We Are:

We Organize for the Common Good

Broad-based: Founded in 2009, Marin Organizing Committee (MOC) is an affiliate of the Industrial Areas Foundation (IAF), the nation's oldest and largest leadership development and organizing network. The IAF bases its work on the idea that a healthy democracy requires the active participation of ordinary people. MOC is a broad-based network of local institutions—faith-based, non-profit, educational, labor, and civic organizations—that come together to develop leaders, identify shared issues affecting our communities, and take action around these issues. Member institutions pay dues to ensure that MOC has a secure and independent core budget, and is primarily accountable to its own constituents.

Non-partisan and multi-issue: MOC is strictly non-partisan and is multi-issue. Our member institutions work together to develop our local agendas by engaging constituents, both within and across our institutions, in conversations about the issues affecting their families, neighborhoods and communities. By joining with other institutions that have similar goals and concerns, MOC members increase their collective power and work to achieve victories on local and regional issues.

Marin Organizing Committee currently consists of the following member institutions:

- Community Congregational Church of Tiburon
- Congregation Kol Shofar
- Congregation Rodef Sholom
- Dominican Sisters of San Rafael
- Fairfax Community Church
- First Presbyterian Church of San Anselmo
- First Presbyterian Church of San Rafael
- First United Methodist Church of San Rafael
- Gan HaLev

- Legal Aid of Marin
- Marin Center for Independent Living
- Marin Community Clinics
- Marin Environmental Housing Collaborative
- Marin Interfaith Council
- Marin Lutheran Church
- Mt. Tam United Methodist Church
- MVCAN
- Seniors for Peace + Community Church of Mill Valley
- St. Anselm Catholic Church, Ross
- St. John's Episcopal Church, Ross
- St. Raphael's Catholic Church, San Rafael
- St. Vincent de Paul Society of Marin
- Unitarian Universalist Congregation of Marin

MOC is affiliated with the Bay Area Industrial Areas Foundation, which also includes the Bay Area Organizing Committee (BAOC), Common Ground in Solano and Napa Counties, and the Broad-Based Sponsoring Committee in the Silicon Valley.

Issues and Victories

Participatory Democracy

Larkspur Project Homekey

Renter Protections

Housing

REST and Housing-Focused Shelter

Towing and Impoundment in San Rafael

Relationships Between Police and Immigrants

Access to Healthcare

Website: <https://www.moc-iaf.org/>

Speakers:

Pat Langley

Pat Langley is a parishioner at St. Anselm Church in Ross and one of the leaders of the Marin Organizing Committee.

Gail Dorph

Gail Dorph is a member of Congregation Kol Shofar and the Marin Organizing Committee.

First Thursdays for May, June, July:

Conservatorship / Guardianship Panel – Invitation Pending for May

Marlon Washington, Chief Probation Officer Marin County – Confirmed for June

Conservation Corps North Bay – Confirmed for July

Submitted by Denise Bashline, Trustee

3/06/2022



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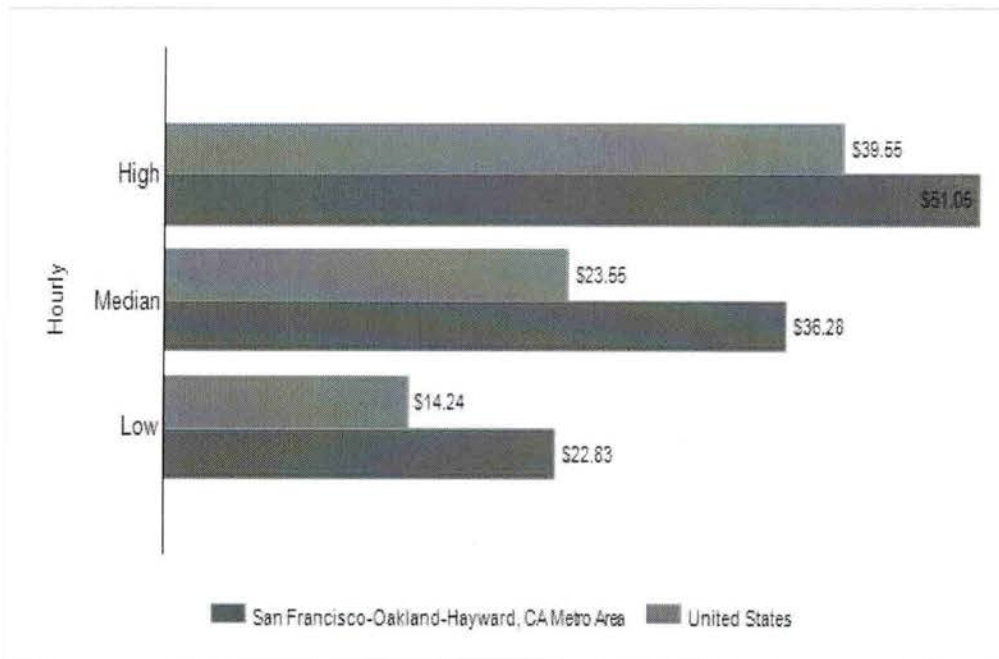
Legal Secretaries and Administrative As: 94903

Search 

Wages for Legal Secretaries and Administrative Assistants in 94903

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Occupation Description

Legal Secretaries and Administrative Assistants






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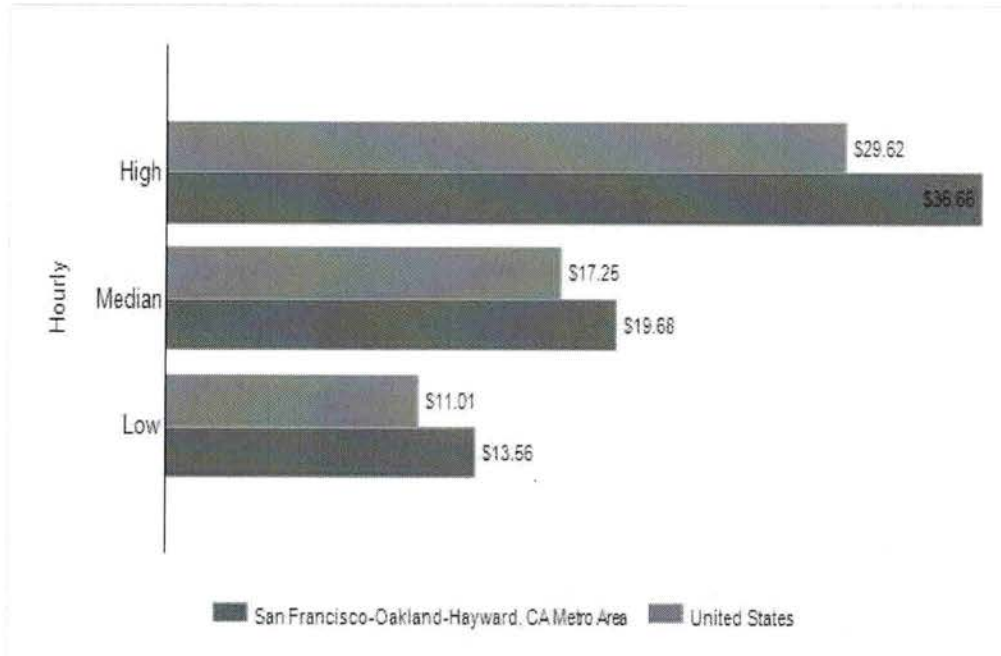
Use this tool to find salary information for more than 800 different occupations. To start, search for an occupation by keyword.

Search by Occupation	Location
<input type="text" value="Office and Administrative Support Workers"/>	<input type="text" value="94903"/>
<input type="button" value="Search"/> 	

Wages for Office and Administrative Support Workers, All Other in 94903

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Occupation Description



Build a career you'll love

Administrative assistant

San Rafael, CA

Overview

Salaries

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Administrative Assistant salary in San Rafael, CA

How much does an Administrative Assistant make in San Rafael, CA?

Average base salary

\$24.23

Per hour



↑ 43% above national average

Cash bonus

\$1,500 per year

Non-cash benefit

401(k)

[View more benefits](#)

The average salary for a administrative assistant is \$24.23 per hour in San Rafael, CA and \$1,500 cash bonus per year. 77 salaries reported, updated at March 7, 2022.

Is this useful?



Maybe



Salaries by years of experience in San Rafael, CA

Years of experience

Per hour

Less than 1 year

\$23.54

Years of experience

Per hour

1 to 2 years

\$23.35

3 to 5 years

-

6 to 9 years

\$25.26

More than 10 years

\$27.90

View job openings with the years of experience that is relevant to you on Indeed

Entry Level



View jobs

Is this useful?



Maybe



Top companies for Administrative Assistants in San Rafael, CA

Cisco

4.1 ★ \$33.15 per hour

[6052 reviews](#) [5 salaries reported](#)



Aetna, a CVS Health Company

3.7 ★ \$29.56 per hour

[5787 reviews](#) [14 salaries reported](#)



1-800-GOT-JUNK?

3.7 ★ \$28.81 per hour

[936 reviews](#) [9 salaries reported](#)



Spectrum

3.3 ★ \$27.93 per hour

[16791 reviews](#) [23 salaries reported](#)



UnitedHealth Group

3.7 ★ \$27.82 per hour

[17798 reviews](#) [22 salaries reported](#)



County of San Mateo, CA

3.9 ★ \$26.53 per hour

[157 reviews](#) [7 salaries reported](#)



POSITION TITLE: Part-Time Law Library Administrative Assistant, Marin County Law Library

Marin County Law Library (MCLL) is currently seeking a qualified **part-time administrative assistant**. MCLL provides free public access to legal information, focusing on providing practical materials not only to attorneys and judges, but to businesses, self-represented litigants, and people who want to know more about their rights.

DUTIES: Duties include, but are not limited to:

- Providing information and assistance to library patrons in email, person, or phone.
- Assisting library users in the use of computer, print, photocopy, fax, and online services.
- Coordinating technical services and troubleshooting technical issues.
- Preparing correspondence, organizing, and maintaining files and calendar for law library services and programs.
- Filing updates for slip opinions, advance sheets, pocket parts, and loose-leaf publications.
- Ordering supplies.

MINIMUM QUALIFICATIONS:

Any Combination of the following:

- Associate of Arts degree from an accredited college.
- Paralegal Certificate from an accredited program.
- Public library (general or special) or government service work experience.
- Business experience.
- A minimum of one year of experience in a position involving service to the public is required.

Knowledge of:

- Basic knowledge of bookkeeping and other administrative duties.
- Theory and practice of public service and library service; uses effective problem-solving skills when necessary.
- Computer applications including Microsoft Office suite.

Other:

- Ability to work independently as well as within a group.
- Proficiency using social media platforms.
- Ability to deliver excellent customer service under pressure is required.
- Must be able to work evenings.
- Spanish language fluency highly desirable.

JOB TYPE: Part-time

SCHEDULE: 10-20 hours per week

COMPENSATION: \$17.50-\$20.00 per hour

TO APPLY: Please email your cover letter and resume to lawlibmc@sonic.net.

You may fax to: 415-472-3729. No telephone calls please -- principals only. Position will remain open until filled.