

**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, November 23, 2021, at 5:15 P.M.

Due to the continuing threat of COVID-19, 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:**

Join Zoom Meeting

<https://us02web.zoom.us/j/86490844803>

Meeting ID: **864 9084 4803**

Passcode: **664138**

Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

Meeting ID: 864 9084 4803

Passcode: 664138

Find your local number: <https://us02web.zoom.us/j/kc8l3TUmCH>

Agenda

Call to Order*

1. Consent Calendar
 - 1.1 Approval of Minutes of October 19, 2021, Regular Board Meeting
 - 1.2 November 2021 Warrants
 - 1.3 Adopt Resolutions 2021-3, 2021-4, and 2021-5 Memorializing Trustees' Votes at October 19, 2021 Board Meeting Approving Renewal of Kaiser Policy of Health Care Insurance for Director (Agenda Item 7.1) and Wage Increases for Staff and Law Library Director (Agenda Item 7.6)

2. Open Time for Public Expression

3. Financial Report
 - 3.1 October 2021 Fiscal Report
4. Librarian's Report (see written report)
5. Committee Reports
 - 5.1 Civic Engagement
6. Old Business
 - 6.1 **Action Item:** Approve Renewal of Hartford Insurance for General Liability Policy
7. New Business
 - 7.1 **Discussion and Action Item:** Resolution 2021-6 Regarding Tele/Video Conference Meetings During The Covid-19 State Of Emergency
 - 7.2 **Discussion and Action Item:** Approve Budget for Outreach Efforts to Promote MCLL Community Service Programs
 - 7.3 **Discussion and Action Item:** CHANGE date of next board meeting from Tuesday, December 21, 2021, at 5:15 p.m.
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

Action Item: The next board meeting will be held on December ____, 2021, at 5:15 p.m.

Upcoming Events FYI:

- Lawyers in the Library – 12/9/21; no LIL on 12/23/21
- First Thursdays at the Law Library – 12/2/21: Legal Aid of Marin – Ellyn Moscovitz, Esq., Lucie Hollingsworth, Esq., Tahirah Dean, Esq.
- Deadline to Submit Reports for December Board Meeting: 12/14/21

* 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.

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
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr, Esq., MLLS

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

By Remote Connection

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

President Kristine Cirby called the meeting to order at 5:24 p.m. and thereafter presided.

1. Consent Calendar

- 1.1 Approval of Minutes of September 21, 2021, Regular Board Meeting
- 1.2 October 2021 Warrants

Jonathan moved to approve the Consent Calendar as presented (documents were attached to agenda packet); Denise seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

2. Open Time for Public Expression – There were no comments.

3. Financial Report

3.1 September 2021 Fiscal Report

The Fiscal Report for September 2021 was attached to the agenda packet. MCLL began the month of September with \$204,027 in its fund and ended the month with \$204,892, a net gain of \$865. Filing Fee Revenue for September was \$13,415; Expenses totaled \$12,550. YTD Revenue (7/1/21 – 9/30/21) was \$139,034 and YTD Expenses were \$41,470 leaving a FY 2021-2022 budget balance of \$97,564.

4. Librarian's Report - a written report was attached to the agenda packet. Laurie added at the meeting that Board President Kristine Fowler Cirby had recently received The President's Award from the Marin Trial Lawyers Association.

5. Committee Reports

5.1 Grants – Donald requested clarification regarding the various Law Library committees. He was unable to apply for the Community Service Grant because he was unable to locate the application form. The next grant cycle will be January to March 2022. Laurie will check with the Board of Supervisors or San Rafael Supervisor Damon Connolly regarding how to obtain the application form for the next grant cycle.

5.2 Civic Engagement – Denise reported that Mark Shotwell, Executive Director of Ritter Center, will present information about the organization on November 4. In addition, three attorneys from Legal Aid of Marin will present about their organization on December 2. Several past presenters at First Thursdays at the Marin County Law Library have expressed interest in assisting MCLL with outreach efforts regarding their community service programs.

5.3 Friends of the Marin County Law Library – Jonathan emphasized that MCLL runs its community service programs as part of the Law Library's \$170,000 budget. In 2019, we served approximately 2,000 people. The shutdown of the Law Library resulting from the COVID-19 pandemic severely restricted our community service programs until we were able to get them up and running virtually. Funders have requested data about the number of people served; the Lawyers in the Library program was suspended from mid-March 2020 to mid-November 2020 so the service numbers were dramatically reduced compared to before the pandemic. Consequently, Jonathan has suspended the activities of Friends.

5.4 Personnel – Laurie provided information about the impacts of various wage increase scenarios for staff and the director to Personnel Committee members Kristine and Tracy for their consideration. She also provided compensation and benefits information collected from five county law libraries with filing fee revenue similar to MCLL. Kristine and Tracy met to review and discuss the wage increase options that would be proposed to the full board.

6. Old Business

6.1 Approve Grant Proposals Presented by Grants Committee – Tabled until January 2022.

7. New Business

7.1 Approve Renewal of Policy of Health Care Coverage for Law Library Director
(Effective 12/1/21 – 11/30/22)

Laurie presented information about the Gold 80 HMO 250/35 + Child Dental Small Business Group Health Insurance Plan with Kaiser Permanente that will replace the existing Gold 80 HMO Plan with Kaiser Permanente at a monthly premium of \$1,175.40 and an annual premium of \$14,104.80. Tracy moved to approve the purchase of the renewal plan; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.2 Outreach Efforts Regarding MCLL Community Service Programs

Denise reported that she could distribute flyers about Lawyers in the Library and First Thursdays at the Marin County Law Library when she volunteers at the Spahr Center and North Marin Community Services Clinic in Novato. Laurie will provide flyers for distribution.

7.4 Closed Session: Gov. Code §§ 54950 – 54963: Performance Evaluation of Law Library Director, California Government Code § 54954.5(e), 54957.1(a)(5)

The Trustees convened in closed session to discuss the Director's Performance Evaluation.

7.5 Reconvene Open Session: (CA Gov. Code § 54957.1(a)(5))

Board President Kristine Fowler Cirby reported that the entire board is appreciative of the Director's work and of the Director.

7.6 Discuss and Approve Wage Increases for Law Library Director and Staff

Kristine proposed a wage increase of \$5.00 per hour for the Law Library Director, from \$29.11 to \$34.11 per hour; to take effect November 28, 2021. Walter moved for approval of the proposed wage increase for the Director; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. Tracy proposed wage increases to \$20 per hour for Staff members Steven and Robert and a \$2.50 per hour wage increase for Danielle, effective November 28, 2021. The proposed increases are based on experience, length of service and performance. Danielle is a recent college graduate who was hired in June 2021 and Steven and Robert have many years of Law Library experience and have worked for the Marin County Law Library for several years. Denise moved for approval of the wage increases for staff as proposed; Walter seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – As discussed in meeting.

9. Adjournment

All relevant business having come before the board, Denise moved to adjourn the meeting and Tracy seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:49 p.m. The next board meeting will be held on Tuesday, November 16, 2021, at 5:15 p.m.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio
Secretary

Marin County Law Library
November 2021 WARRANTS
(Account Balance \$205,762)

AP Processing Copy

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 102.74	\$ 102.74
2	CEB Print Publications	\$ 1,377.22	\$ 1,377.22
3	CEB OnLAW	\$ 341.59	\$ 341.59
4	Comcast Business	\$ 205.27	\$ 205.27
5	Hartford Insurance	\$ 1,681.00	\$ 1,681.00
6	Kaiser	\$ 1,175.40	\$ 1,175.40
7	Lexis	\$ 33.87	\$ 33.87
8	SPTJ (Chien Liew Consulting)	\$ 175.00	\$ 175.00
9	US Bank - CalCard Payment	\$ 383.71	\$ 383.71
10	Westlaw Next	\$ 2,087.84	\$ 2,087.84
11	West Publishing	\$ 1,184.51	\$ 1,184.51
	Totals:	\$ 8,748.15	\$ 8,748.15

Salaries: \$6,017.25

Total Expenses: \$14,765.40

Total Revenue Available:	\$ 205,762.00
Total Expenditures (proposed):	\$ 14,765.40
Remaining Cash Balance:	\$ 190,996.60

Regular Meeting of the
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COUNTY OF MARIN

LAW LIBRARY DIRECTOR:
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BOARD OF TRUSTEES:
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Tracy Barrett, Esq., Vice President
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr., Esq., MLIS

Tuesday, November 23, 2021

RESOLUTION 2021-3

WHEREAS, the Board of Trustees of the Marin County Law Library at its regularly scheduled Board Meeting on October 19, 2021, discussed the renewal of a Small Business Group Health Insurance Plan from Kaiser Permanente for full time employees of the Law Library (presently the sole full-time employee of the Law Library is the Director) for a period of twelve months from December 1, 2021, through November 30, 2022, and

WHEREAS, the Trustees of the Marin County Law Library at their regularly scheduled Board Meeting on October 19, 2021, approved the purchase of a Gold 80 HMO 250/35 + Child Dental Small Business Group Health Insurance Plan from Kaiser Permanente for the period December 1, 2021, through November 30, 2022, at a monthly premium cost of \$ 1,175.40, and an annual premium cost of \$14,104.80,

NOW THEREFORE BE IT RESOLVED that the Trustees of the Marin County Law Library by this Resolution 2021-3 wish to memorialize their approval to purchase the Gold 80 HMO 250/35 + Child Dental Small Business Group Health Insurance Plan from Kaiser Permanente for the period December 1, 2021, through November 30, 2022, at a monthly premium cost of \$ 1,175.40, and an annual premium cost of \$14,104.80.

Trustee Tracy Barrett moved for approval of Resolution 2021-3.

Trustee Denise Bashline seconded the motion for approval.

Vote: 6 Ayes 0 Nays Abstention(s)

Motion passed.

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library

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COUNTY OF MARIN

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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, November 23, 2021, at 5:15 p.m.

RESOLUTION 2021-4

WHEREAS the Law Library Board of Trustees at its regularly scheduled meeting on October 19, 2021, met in closed session to discuss the performance evaluation of the Law Library Director pursuant to California Government Code Sections 54954.5(e) and 54957(b)(1), and

WHEREAS the Law Library Board of Trustees reconvened in open session to discuss a wage increase for the Law Library Director following their closed session meeting, and

WHEREAS the MCLL Personnel Committee in open session proposed that they raise the Law Library Director's pay by \$5 per hour (3% COLA increase and remainder is merit increase), resulting in an increase to the Director's hourly wage from \$29.11 to \$34.11 effective November 28, 2021,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Marin County Law Library by this Resolution 2021-4 wishes to memorialize their approval to increase the hourly wage of the Law Library Director from \$29.11 to \$34.11 per hour effective November 28, 2021.

Trustee Walter Cook moved for approval of Resolution 2021-4.

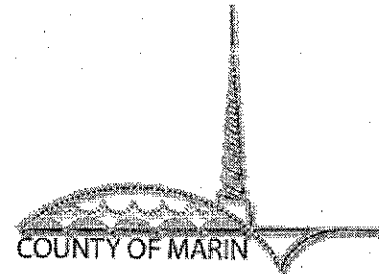
Trustee Denise Bashline seconded the motion for approval.

Vote: 6 Ayes 0 Noes 0 Abstention(s)

Motion passed.

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library

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.

Tuesday, November 23, 2021, at 5:15 p.m.

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.

RESOLUTION 2021-5

WHEREAS the Law Library Board of Trustees at its regularly scheduled meeting on October 19, 2021, met in open session to discuss wage increases for Marin County Law Library Staff, and

WHEREAS the MCLL Personnel Committee prior to the board meeting met with the Law Library Director to discuss the Director's recommendations for staff wage increases based upon experience, years of service, and performance, and

WHEREAS the Personnel Committee at the regularly scheduled board meeting on October 19, 2021, proposed staff wage increases as follows: 1) for Law Library Assistant Robert Carrington an increase to \$20 per hour effective November 28, 2021, 2) for Reference Librarian Steven Feller an increase to \$20 per hour effective November 28, 2021, and 3) for recently hired Law Library Assistant Danielle Hone an increase to \$17.50 per hour effective November 28, 2021,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Marin County Law Library by this Resolution 2021-5 wishes to memorialize their approval of the increases in the hourly wages of each staff member effective November 28, 2021 as set forth in this Resolution 2021-5.

Trustee Walter Cook moved for approval of Resolution 2021-5.

Trustee Denise Bashline seconded the motion for approval.

Vote: 6 Ayes 0 Noes 0 Abstention(s)

Motion passed.

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library

FY 2021-2022 Oct. Profit & Loss Statement
 For November 23, 2021 Board Meeting
 Printed 11/19/21

		Actual June FY 2020- 2021	Actual July 2021	Actual August 2021	Actual September 2021	Actual October 2021	Projected November 2021	Projected December 2021	Projected January 2022	Projected February 2022	Projected March 2022	Projected April 2022	Projected May 2022	Projected June 2022	Actual July - Oct. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2021-2022 Approved Projected Budget
<i>Tel/Internet Subtotal:</i>															\$ 3,574	\$ 10,238	\$ 10,000
521310	Sonic Email		\$ 24	\$ 24	\$ 24	\$ 24	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 72	\$ 272	\$ 300
	Comcast Internet	\$ 191	\$ 191	\$ 191	\$ 206	\$ 206	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 793	\$ 2,321	\$ 2,292
	AT&T Phone	\$ 113	\$ 115	\$ 110	\$ 105	\$ 103	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 433	\$ 1,313	\$ 1,320
	SPTJ	\$ 263	\$ 788	\$ 1,138	\$ 175	\$ 175	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 2,275	\$ 6,331	\$ 6,084
<i>Admin Sub.</i>															\$ 4,978	\$ 16,114	
<i>Collection Sub</i>															\$ 17,896	\$ 54,603	\$ 55,000
522815	Publications Upkeep														\$ -	\$ -	\$ -
	Other	\$ -	\$ -												\$ -	\$ -	\$ -
	CEB	\$ 2,349	\$ 675	\$ 845	\$ 645	\$ 1,719	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 3,885	\$ 12,005	\$ 12,178
	Lexis Nexis	\$ 818	\$ 821	\$ 34	\$ 34	\$ 34	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 922	\$ 3,258	\$ 3,500
	WestLaw	\$ 2,130	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 8,351	\$ 25,054	\$ 25,054
	West Publishing	\$ 1,184	\$ 1,185	\$ 1,185	\$ 1,185	\$ 1,185	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 4,738	\$ 14,287	\$ 14,268
522410	Book Binding														\$ -	\$ -	\$ -
Expense Total:		\$ 15,516	\$ 14,366	\$ 14,825	\$ 12,550	\$ 18,271	\$ 14,152	\$ 14,152	\$ 14,152	\$ 14,152	\$ 14,176	\$ 14,176	\$ 14,176	\$ 14,176	\$ 59,140	\$ 172,050	\$ 169,900
Fund Balance		\$ 107,599	\$ 102,616	\$ 204,027	\$ 204,892	\$ 205,762	\$ 208,228	\$ 206,847	\$ 205,466	\$ 204,085	\$ 202,680	\$ 201,275	\$ 199,870	\$ 198,465			

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2008/2009	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022
MONTH													
JULY	20,659.00	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59
AUGUST	19,922.00	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81
SEPT.	21,723.00	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73
OCTOBER	19,623.00	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13
NOVEMBER	19,115.00	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29
DECEMBER	20,339.00	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	
JANUARY	15,573.00	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	
FEBRUARY	20,986.00	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	
MARCH	16,148.00	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	
APRIL	17,975.00	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	
MAY	19,948.00	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	16,402.85	
JUNE	23,462.00	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	11,634.46	
ANNUAL TOTALS	235,472.53	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	80,004.55

FISCAL YEAR	2008/2009	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
NOV. TOTALS	101,042.00	111,655.71	99,436.91	89,090.00	76,962.00	77,806.03	71,239.44	70,589.53	77,743.56	71,677.72	74,280.27	49,866.56	80,004.55

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. November revenue comes from September filings, etc.

Regular Meeting of the Marin County Law Library Board of Trustees November 2021

Librarian's Report

1. Operations

Law Library hours have been reduced by 30 minutes on Tuesdays and Thursdays because of staff limitations. The new hours are 8:30 a.m. – 5:30 p.m. (instead of 8:30 a.m. – 6:00 p.m.). Operating hours remain the same on Mondays and Wednesdays (8:30 a.m. – 6:00 p.m.) and Fridays (8:30 a.m. – 12:00 noon).

2. Open Trustee Position on MCLL Board

One 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.

3. CCCLL

The CCCLL Fall Meeting was held on Zoom on November 1 from 9:00 a.m. to 2:00 p.m. There were presentations on remote meetings, the Brown Act and AB 361 as well as mask requirements and the ADA. Unfortunately, I missed them due to a staff shortage that day and several patrons in need of library assistance. However, I will review the written presentation materials. The Legislative Advocate for CCCLL stressed the importance of keeping statistics for future funding efforts, especially in regard to how we are applying the funds we received from the CA State Budget in FY 2021 and FY 2022. We will soon begin our advocacy efforts for funding from the FY 2023 CA State Budget. The governor's draft budget will be presented in January 2022, so our efforts will be directed toward increasing the likelihood that funding for CA County Law Libraries is in the draft budget. The final budget is not rolled out to the public until mid to late June 2022. If CA County Law Libraries are not in the draft budget, CCCLL members will use the intervening time period to advocate for our inclusion. The Legislature has expressly stated it will support funding for County Law Libraries in FY 2023 but that is not a binding commitment, so we will have to work to ensure that it happens.

4. Annual Report to Board of Supervisors

I anticipate that the Law Library's FY 2021 Annual Report will be ready to send to the Board of Supervisors by November 19, 2021. While the text of the Annual Report was ready prior to October 15, significant discrepancies in the payroll figures between ADP records and Munis records prevented a timely submittal. The clerk of the Board of Supervisors was notified. On November 3, 2021, I met with two DOF employees to review and reconcile the discrepancies. DOF efforts to reconcile the discrepancies continue. A final adjustment to the Munis budget figures for the Law Library's FY 2021 Budget is expected from DOF on November 16.

5. Credit Card Acceptance Capability and Copiers – I am waiting for notification from the County IT Department and the County's Vendor for credit card transactions regarding a date to resume discussions about MCLL's customized credit card acceptance system.

6. Notes Regarding November Warrants – No unusual payments in November.

7. Staff Compensation – Staff were pleased to learn of the wage increase that will take effect in December 2021. They are encouraged to attend educational webinars and presentations regarding topics that will enhance their ability to assist Law Library patrons, such as COVID-19 and evictions/rent debt/mortgage foreclosures, new forms and new technologies.

To: Board of Trustees, Marin County Law Library
From: Denise Bashline, Chair, Civic Engagement Committee
Date: November 1, 2021
Re: Proposal to Promote 2022 Civics Education Essay Contest for 3rd – 12th Graders

I would like to submit the following proposal for Civic Outreach / Engagement:

Civic Engagement Committee members of the Marin County Law Library will take the following actions to support and promote the 2022 Civics Education Essay Contest presented by the National Center for State Courts in honor of Law Day, May 1. NCSC aims to educate the public on how law and the legal process protect society. See attached flyer regarding details of the contest.

1. Post information (flyer / video) on MCLL media.
2. Send information (flyer / video) to all Marin County schools
3. Send information to all Marin County Free Library branches

Note: I have already created file with email contacts to schools.

There is no cost to MCLL and I will be responsible for sending to schools so no additional MCLL staff burden.

<https://vimeo.com/638769313>

2021 Civics Education Essay Contest

Want to win scholarship money? NCSC is asking 3rd-12th graders to answer the following question: Which Amendment to the U.S. Constitution has made the biggest difference in people's lives? Explain how and why. Submissions due by February 25, 2022. Learn more/enter at www.ncsc.org/contest
vimeo.com

NATIONAL CENTER FOR STATE COURTS

2022

CIVICS EDUCATION

Essay Contest



Presented by the National Center for State Courts, the contest honors Law Day, May 1, which aims to educate the public on how law and the legal process protect society.

Which Amendment to the U.S. Constitution has made the biggest difference in people's lives? Explain how and why.



How to enter:

Submit essays at
www.ncsc.org/contest



Guidelines:

3rd-8th graders:
Essays shall not exceed
100 words

9th-12th graders:
Essays shall not exceed
250 words



Deadline:

February 25, 2022

Prizes:



9th-12th grade age level

First place: \$1,000
Second place: \$500
Third place: \$250



6th-8th grade age level

First place: \$400
Second place: \$200
Third place: \$100

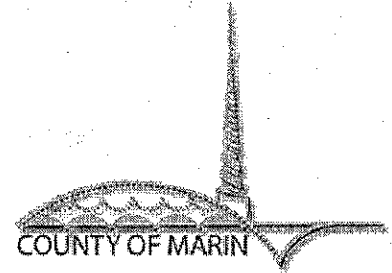


3rd-5th grade age level

First place: \$300
Second place: \$150
Third place: \$100

WWW.NCSC.ORG/CONTEST

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, November 23, 2021

RESOLUTION 2021-6

**RESOLUTION REGARDING TELE/VIDEO-CONFERENCE MEETINGS
DURING THE COVID-19 STATE OF EMERGENCY**

WHEREAS, on March 4, 2020, Governor Newsom proclaimed, pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on September 16, 2021, Assembly Bill 361 (AB 361) was signed by Governor Newsom, allowing legislative bodies to suspend the teleconferencing requirements of the Brown Act and meet virtually during a proclaimed state of emergency under certain circumstances; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the County of Marin Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings; and

WHEREAS, in light of this recommendation the Marin County Law Library Board of Trustees deems it prudent for the health and safety of its members, employees and the public to meet via tele/video conference;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. There is an ongoing proclaimed state of emergency relating to COVID-19 which continues to directly impact the ability of County legislative bodies to meet safely in person.

2. Local officials continue to recommend measures to promote social distancing and meeting in person would present imminent risks to the health or safety of those in-person attendees of this legislative body, within the meaning of California Government Code section 54953(e)(1).
3. The board has determined that the October 19, November 23 and December 21, 2021 board meetings shall be held remotely for the health and safety of the attendees during the continued state of emergency caused by COVID-19.

PASSED AND ADOPTED at a regular meeting of the Marin County Law Library Board of Trustees held on this 23rd day of November, 2021, by the following vote:

Trustee _____ moved for approval of Resolution 2021-6.

Trustee _____ seconded the motion for approval.

Vote: _____ Ayes _____ Nays _____ Abstention(s)

Kristine Fowler Cirby, Esq.
President, Board of Trustees
Marin County Law Library