

**Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees**

Tuesday, October 19, 2021, at 5:15 P.M.

Due to the continuing threat of COVID-19, the meeting will be conducted by remote connection.

Pursuant to Executive Order No. N-29-20 (March 17, 2020), and 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:**

Join Zoom Meeting:

<https://us02web.zoom.us/j/87891238779>

Meeting ID: **878 9123 8779**

Passcode: **177472**

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: 878 9123 8779

Passcode: 177472

Find your local number: <https://us02web.zoom.us/u/kdv6ZmP70X>

Agenda

Call to Order*

1. Consent Calendar
 - 1.1 Approval of Minutes of September 21, 2021 Regular Board Meeting
 - 1.2 October 2021 Warrants
2. Approval of Minutes
 - 1.1 September 21, 2021, Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
 - 3.1 September 2021 Fiscal Report
 - 3.2 October 2021 Warrants
4. Librarian's Report

5. Committee Reports
 - 5.1 Grants
 - 5.2 Civic Engagement
 - 5.3 Friends of the Marin County Law Library
 - 5.4 Personnel

6. Old Business
 - 6.1 **Discussion and Action Item:** Approve Grant Proposals Presented by Grants Committee

7. New Business
 - 7.1 **Discussion and Action Item:** Approve Renewal of Policy of Health Care Coverage for Law Library Director (Effective 12/1/21 – 11/30/22)
 - 7.2 **Discussion and Action Item:** Outreach Efforts Regarding MCLL Community Service Programs
 - 7.4 **Closed Session: Gov. Code §§ 54950 - 54963**
Performance Evaluation of Law Library Director
California Government Code §54954.5(e), 54957(b)(1)
 - 7.5 **Reconvene Open Session: (CA Gov. Code § 54957.1(a)(5)**
Report of Action Taken in Closed Session, if any
 - 7.6 **Discussion and Action Item:** Wage Increases for Law Library Director and Staff

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

9. Adjournment
The next board meeting will be held on Tuesday, November 16, 2021, at 5:15 p.m.

Upcoming Events FYI:

- Lawyers in the Library – 10/28/21 and 11/11/21
- First Thursdays at the Law Library – 11/4/21: Ritter Center – Mark Shotwell, Executive Director; 12/2/21: Legal Aid of Marin
- Deadline to Submit Reports for November Board Meeting: 11/9/21

* 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, as well as 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., MLIS

Tuesday, September 21, 2021, at 5:15 p.m.
By Remote Connection

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

President Kristine Cirby called the meeting to order at 5:17 p.m. and thereafter presided. She announced that the board would not be addressing salaries this evening; neither in closed nor open session. The salary issue has been moved to the October 2021 Agenda.

1. Approval of Minutes

1.1 Minutes of August 17, 2021, Regular Board Meeting – Denise moved for approval of the Minutes as presented; Walter seconded. Motion passed: 4 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – There were no comments.

3. Financial Report

3.1 August 2021 Fiscal Report

The Fiscal Report for August 2021 was attached to the agenda packet. MCLL began the month of August with \$104,286 in its fund and ended the month with \$205,697, a net gain of \$101,411. A significant portion of the increase came from the \$92,210 check MCLL received from the CA State Budget. Filing Fee Revenue for August was \$22,889; Expenses totaled \$14,825. YTD Revenue (7/1/21 – 8/31/21) was \$125,619 and YTD Expenses were \$29,413 leaving a FY 2021-2022 budget balance of \$96,206.

3.2 September 2021 Warrants

Walter moved for approval of the Warrants as amended; Denise seconded. Motion passed: 4 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report

5. Committee Reports

5.1 Grants – Kristine reported that the Grants Committee met and discussed applying for a community grant from the County of Marin. They also discussed sending out a letter seeking donations from the public at year-end; Kristine drafted a letter and distributed it to committee members for their input. The final draft of the letter will be presented to the

board in October. Committee members also discussed the requirements for applying for funds from the Marin Community Foundation.

5.2 Civic Engagement – Denise reported that several of the videotaped presentations for the First Thursdays program had been viewed numerous times on the Law Library's YouTube Channel, particularly the last presenter, North Marin Community Services. There was a discussion about initiating regular weekly posts that tag various presenter's websites to increase MCLL's online visibility.

6. Old Business

7. New Business

7.1 Approve Proposals Regarding Grants to Pursue

Denise moved for approval to submit a grant proposal to the County of Marin for funds for replacement of MCLL's network infrastructure equipment; Walter seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

Tracy arrived at the meeting.

7.2 Approve Renewal of Liability Insurance for Lawyers in the Library Program

Laurie briefly presented information about the renewal application; the cost has increased \$200 since last year. Denise moved to approve renewing the liability insurance for the Lawyers in the Library program for October 12, 2021 to October 12, 2022; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.3 Approve FY 2020-2021 Annual Report to Marin County Board of Supervisors

Laurie stated that the Annual Report is due at the Board of Supervisors October 16, 2021. She is waiting for the final FY 2020-2021 payroll and related employer tax figures from DOF, which will be available after September 30, 2021. She will then draft and append the Statement of Income and Expenses to the Annual Report submitted to the Board of Supervisors.

8. Board Members' Suggestions for Next Month's Agenda – Law Library Director and Staff compensation, plans for fundraising efforts, list of items to receive funding from State Budget Act monies, efforts to raise community awareness of MCLL services and programs.

9. Adjournment

All relevant business having come before the board, Walter moved to adjourn the meeting and Jonathan seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:15 p.m. The next board meeting will be held on Tuesday, October 19 21, 2021, at 5:15 p.m. on Zoom.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio
Secretary

November 15, 2021

Dear Friend:

The Marin County Law Library needs your help. We typically receive over 90% of our annual budget from Court filing fees. Unfortunately, court filings in Marin County are down over 30% this year.

We spent the early months of COVID upgrading our computer system to accommodate virtual operations and expanding the spectrum of legal resources and programs available to the public on our website. We have continued to offer our First Thursday civic outreach program featuring the work and resources of local organizations. Our website provides expanded access to many online legal resources, typically available only in-person. Last November 2020, we re-started our very popular Lawyers in the Library advice clinics through a virtual format.

While we were closed, we continued to offer legal research via telephone and email, virtual bimonthly Lawyers in the Library clinics, virtual monthly First Thursday presentations, and remote access to proprietary legal databases, including Westlaw and CEB OnLAW.

In addition, several resources we have made available online addressed COVID-related issues specifically, such as avoiding foreclosure, mortgage relief, surviving debt, CARES Act credit reporting, and other consumer protections. We also provided access to customizable forms and letter templates for landlord/tenant and other matters.

In 2021, the Law Library continued to serve users including parents seeking custody orders, landlords and tenants seeking advice, survivors of domestic violence, families struggling with probate, entrepreneurs starting small businesses, and solo practitioners serving low-income clients. By providing free access to authoritative legal materials and subscription databases, offering one-on-one assistance from law librarians, and hosting virtual clinics and educational programs, the Law Library helped these individuals and families navigate the legal system.

This year, we are **aiming to raise \$15,000** for services that will benefit the public, including:

- Continuing our virtual Lawyers in the Library legal information and advice clinic
- Continuing our virtual First Thursday civic engagement program
- Building our infrastructure to provide more reliable internet access
- Keeping essential practice guides up-to-date
- Offering more virtual educational classes, workshops, and clinics

This holiday season, you can support the Law Library's mission to ensure equitable access to legal information for ALL members of our community by making a tax-deductible donation. Please mail a check to Marin County Law Library, 20 N. San Pedro Rd., San Rafael, CA 94903.

As you contemplate your year-end giving, please become a champion for access to legal information -and access to justice- **making a contribution TODAY!**

The Board and Staff of the Marin County Law Library wish you and your family a safe and happy holiday season.

Warmly,

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

FY 2021-2022 Sept. Profit & Loss Statement
 For October 19, 2021 Board Meeting
 Printed 10/15/21

		Actual June FY 2020- 2021	Actual July 2021	Actual August 2021	Actual September 2021	Projected 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 - Sept. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2021-2022 Approved Projected Budget	
		<i>Tel/Internet Subtotal:</i>														\$ 3,066	\$ 10,563	\$ 10,000
521310	Sonic Email		\$ 24	\$ 24	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 48	\$ 273	\$ 300	
	Comcast Internet	\$ 191	\$ 191	\$ 191	\$ 206	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 588	\$ 2,307	\$ 2,292	
	AT&T Phone	\$ 113	\$ 115	\$ 110	\$ 105	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 330	\$ 1,320	\$ 1,320	
	SPTJ	\$ 263	\$ 788	\$ 1,138	\$ 175	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 2,100	\$ 6,663	\$ 6,084	
		<i>Admin Sub.</i>														\$ 3,977	\$ 16,447	
<u>Collection</u>																		
522815	Publications Upkeep	<i>Collection Sub</i>														\$ 12,871	\$ 54,155	\$ 55,000
	Other	\$ -	\$ -												\$ -	\$ -	\$ -	
	CEB	\$ 2,349	\$ 675	\$ 845	\$ 645	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 2,166	\$ 11,301	\$ 12,178	
	Lexis Nexis	\$ 818	\$ 821	\$ 34	\$ 34	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 888	\$ 3,516	\$ 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	\$ 6,264	\$ 25,054	\$ 25,054	
	West Publishing	\$ 1,184	\$ 1,185	\$ 1,185	\$ 1,185	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 3,554	\$ 14,284	\$ 14,268	
522410	Book Binding														\$ -	\$ -	\$ -	
Expense Total:		\$ 15,516	\$ 14,366	\$ 14,825	\$ 12,550	\$ 14,152	\$ 14,152	\$ 14,152	\$ 14,152	\$ 14,152	\$ 14,176	\$ 14,176	\$ 14,176	\$ 14,176	\$ 41,470	\$ 168,423	\$ 169,900	
Fund Balance		\$ 107,599	\$ 102,616	\$ 204,027	\$ 204,892	\$ 203,511	\$ 202,130	\$ 200,749	\$ 199,368	\$ 197,987	\$ 196,582	\$ 195,177	\$ 193,772	\$ 192,367				

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	
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	64,074.26

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
OCT. TOTALS	81,927.00	90,335.57	80,827.55	74,484.75	62,978.85	62,879.97	57,709.93	56,563.04	63,092.05	59,833.36	59,715.90	39,975.86	64,074.26

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

Marin County Law Library
October 2021 WARRANTS
(Account Balance \$204,892)

AP Processing Copy

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 105.15	\$ 105.15
2	CEB (\$303.68 for Print, \$341.59 for OnLAW)	\$ 645.27	\$ 645.27
3	Comcast Business	\$ 205.27	\$ 205.27
4	Kaiser	\$ 1,123.22	\$ 1,123.22
5	Lexis	\$ 33.82	\$ 33.82
6	SPTJ (Chien Liew Consulting)	\$ 175.00	\$ 175.00
7	US Bank (Sonic, Adobe, Microsoft Store, USLI, \$Tree, At A Glance, Marin EAC)	\$ 625.57	\$ 625.57
8	Westlaw Next	\$ 2,087.84	\$ 2,087.84
9	West Publishing	\$ 1,184.51	\$ 1,184.51
	Totals:	\$ 6,185.65	\$ 6,185.65

Salaries (3 pay periods in October): \$9,515.49

Total Expenses: \$15,701.14

Total Revenue Available:	\$ 204,892.00
Total Expenditures (proposed):	\$ 15,701.14
Remaining Cash Balance:	\$ 189,190.86

**Regular Meeting of the Marin County Law Library Board of Trustees
October 2021**

Librarian's Report

1. **Operations**

The Marin County Public Health Officer relaxed masking requirements for some entities in the County effective October 15, 2021, however, the Law Library will continue to require masks because we serve the public and some members of the public are not vaccinated. We will continue operating within a framework that focuses on the health and safety of employees and patrons alike.

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 which was originally scheduled for October 4 has been rescheduled to November 1 on Zoom.

4. **Annual Report to Board of Supervisors**

There will be a delay in providing the Law Library's Annual Report to the Board of Supervisors because of an issue regarding reconciliation of the ADP payroll data that was imported to Munis.

5. **Copiers** – I met with representatives from two copy companies regarding their proposals. It became apparent during those meetings that the Law Library should implement a system for accepting credit cards before moving forward with new copiers. I have requested that conversations about the credit card system offered by the County and its Vendor pick up where we left off before the COVID shutdown.

6. **Notes Regarding October Warrants** – There are three pay periods in October so the amount for salaries is higher than it typically is.

7. **Staff and Director Compensation** – I compiled staff and director compensation information from several county law libraries whose filing fee revenue is similar to that of MCLL and prepared a summary report of same for the Personnel Committee.