

Minutes of 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, 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

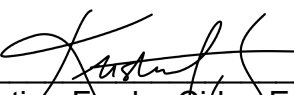
Laurie stated that the Annual Report is due at the Board of Supervisors October 16, 2021. She is waiting for the final FY 2020-2021 payroll and related employer tax figures from DOF, which will be available after September 30, 2021. She will then draft and append the Statement of Income and Expenses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

Laurie Vaala-Olsen

Laurie Vaala-Olsen, Ex-Officio
Secretary