

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
May 3, 2013**

**PRESENT**

Judge Michele Levine, President  
Robert Dunn, Esq., Vice-President  
Judge Irma Asberry  
Judge Charles Field  
W.W. (Bud) Miller  
Joseph Peter Myers, Esq.  
Judge Gloria Trask  
Victoria Williamson, Secretary/Librarian

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**I. CALL TO ORDER**

The regularly scheduled monthly meeting of the Riverside County Board of Law Library Trustees was called to order by Judge Levine at 12:30 pm.

**II. REGULAR SESSION**

**A. Acceptance of Agenda**

It was moved by Judge Field seconded by Bud Miller, and unanimously voted upon to accept the Agenda for the May 3, 2013 meeting.

**B. Minutes of April 5, 2013 Meeting**

It was moved by Judge Asberry, seconded by Bud Miller, and voted upon to approve the Minutes of the April 5, 2013 meeting. Joe Meyers abstained.

**C. Director's Report**

- Christensen & De Good provided the Law Library Board with print copies of the final Auditor's Report including an executive summary. Pursuant to the recommendations set forth in the report, access to the copier machine key is limited to two people: Director & Associate Director; the copier machine prints out a report that shows how much money should be in the machine at the time money is collected; and consecutively numbered "Cash Bill of Sale" receipts are used for sales transactions at the front desk to reduce the risk that cash could be stolen or theft not detected in a timely manner.
- The "library maintenance agreement" of \$19,892.00 per month with 4 to 5 percent annual increase commitment pertains to the Library's 3-year subscription contract with Thomson Reuters (formerly West) which will expire and due for renegotiation in December 2013. The Librarian does not anticipate the cost of subscription to go down.
- The grand re-opening of the Indio Branch held on May 1st turned out to be an intimate gathering of judges, attorneys, staff and pro se patrons. Judge Hopp talked about the National Law Day theme: Realizing the Dream – Equality for all. He talked about the history of National Law Day, the current state of the courts funding and its impact on people's access to the courts.
- Judge Levine talked about getting bus passes for people going to the Library from the Justice Larson Center. An average of 20 people who are pro per goes to the library per day. Perhaps a cooperation between the Court, the Desert Bar, and library to provide a means for people to get to the library from the courthouse will be a viable program. She also talked to Chris Oliver about possibly offering a joint program on expungement of Criminal conviction (PC 1203.4) with Self-Help Center.
- The Library provided the City and the County an invoice for their portion of the property settlement amount associated with the Library's acquisition of the downtown Zinke property. The invoice included a cover letter which stated that the Library paid for the City's and the County's portion on their behalf as an interest-free loan and included a

copy of the check paid to the County Superior Court. The Library also provided the County a copy of the County Voucher Register that showed approval of the amount drawn out of the Library's Building Fund with the County Treasury.

Board Vice-President Bob Dunn stated that he informed the County that the Law Library has sufficient funds to pay off the outstanding balance on the CORAL loan once the agreement is signed.

- The Library received SEIU's demand letter to begin negotiations for a successor MOU, the current one will expire June 30, 2013. SEIU requested personnel information including classification & compensation studies; job classifications & positions; medical premiums; budgets, payroll costs & CalPERS; and personnel manual. The Librarian expressed concerns regarding the legitimacy of SEIU's request for this type of information and the fact that a library staff has complained about being pressured by union organizers to join the union. One union organizer is giving out inaccurate information about the staff's choices regarding union membership. Currently, none of the library staff is a union member except for one staff who complained about being pressured to join and later requested the union to withdraw her membership application.

**D. Motion to authorize the engagement of an attorney to advise the Librarian regarding the legitimacy of SEIU's request and the extent of personnel information requested, in an amount not to exceed \$2,500.00.**

It was moved by Judge Asberry, seconded by Joe Meyers, voted upon and motion carried. Judge Trask will contact Bradley Neufeld at Gresham Savage and have him contact the Librarian.

**E. Motion to confirm the current pay range for each employee position in the law library and be made publicly available as required by CCR 570.5.**

It was moved by Judge Trask, seconded by Judge Field, voted upon and motion carried.

**F. Part-time Library Assistant Job Opening for Indio**

Candace Cavanaugh, part-time librarian in Indio emailed her notice of resignation to the Librarian on May 2<sup>nd</sup>. The job opening has been posted on SCALL, SANDALL, and SJSU SLIS Jobs lists. Two candidates were interviewed so far.

**G. Financial Report for April 2013**

It was moved by Bud Miller, seconded by Judge Field and affirmatively voted upon to accept the *Financial Report for April 2013*.

**III. ADJOURNMENT / NEXT MEETING**

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, June 7, 2013. There being no further business to come before the Board, the general meeting was adjourned at 1:19 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



Judge Michele Levine, President  
Riverside County Board of  
Law Library Trustees