

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
April 7, 2017**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Esq. Vice-President
W.W. (Bud) Miller
Joe Peter Myers, Esq.
Hon. L. Jackson Lucky IV
Victoria Williamson, Secretary

ABSENT

Hon. Irma Asberry
Hon. Gloria Trask

I. CALL TO ORDER

The regularly scheduled meeting of the Riverside County Board of Law Library Trustees was called to order by President Michele Levine at 12:24 pm.

II. PUBLIC COMMENT

None.

III. REGULAR SESSION

A. Acceptance of April 7, 2017 Meeting Agenda

It was moved by Bud Miller, seconded by Joe Myers, and unanimously voted upon to accept the agenda for the April 7, 2017 meeting.

B. Minutes of March 3, 2017 Regular Meeting

Approval of the March 3, 2017 regular meeting minutes was moved by Robert Dunn, seconded by Bud Miller, voted upon and motion carried.

C. Director's Report

- March programs include: 4 Family Law Workshop w/ 40 attendees; 1 Legal Research 101 class w/ 7 attendees; 2 library tours with 13 paralegal students from Platt College and 8 students from Mt. San Jacinto.
- Johnny resigned from his position due to his medical conditions, effective March 8. Mariah received a 4.5 rating on her job performance review this year. Overall, Mariah's job performance has routinely exceeded the requirements of the Administrative Assistant position.
- Staff Retreat held on Friday, March 24 went well. We had only three part-time staff who were not able to attend. The theme was "Have You Been Served?" which focused on best practices for providing reference services, which was put together by Bret. We had a facilitated discussion on plans for the renovation, future program offerings to enhance library user experience, and lessons learned from the "Escape Room" activity. Copies of the mind maps showing staff's ideas and comments elicited from the discussions were provided.
- HazMat Survey Report from A-Tech Consulting was received and the Subcommittee meeting is scheduled for Wednesday, April 19 at noon to discuss the results of the HazMat survey, review the brochures from two architectural firms: Holt & HPI, and discuss the library space needs for the temporary site.
- Contacted 4 property management companies and met with one of them on Thursday. I did a walk thru of the building with Sean Bailey of CityCom Real Estate Services. CityCom will submit a proposal for a full-service property management including lease administration (billing & collecting rent), facility maintenance, and accounting. I also asked John Boyd for his recommendation for property management firms.
- We received from the County a \$2,645.16 bill for facility maintenance for the month of March. This is in addition to the \$19,338.52 total amount we received last month for

facility maintenance for the period July 2016 – February 2017. Andrea at County EDA said that these charges are calculated based on the real property exchange agreement section 3 – Treatment of Property B Lease for payments to Law Library.

President Levine suggested to send Johnny a plaque with a letter acknowledging his years of service to the law library.

Victoria will ask John Boyd: to look at our lease agreement with the SHC and find out, what our obligation is regarding facility maintenance, how exactly the facility maintenance charges should be calculated pursuant to the property exchange agreement, how soon do we need to negotiate the 5-year renewal option & determine who we would be contacting to negotiate the lease. The lease expires Oct. 2017. President Levine & VP Dunn will meet with John Boyd regarding this.

President Levine will talk to Presiding Judge Becky Dugan to write a letter to possibly contact the City regarding leasing a portion of our permit-only parking lot (20 spots open) to the City and have them manage it, put their parking meter, etc. to have them available for the “Chow Alley” customers.

D. Acceptance of Auditor’s Report (FYE June 30, 2016)

Acceptance of the Auditor’s Report for fiscal year ending June 30, 2016 was moved by Robert Dunn, seconded by Bud Miller, voted upon and motion carried.

E. Approval of Library’s Capitalization Policy

Motion to approve the Library Capitalization Policy of establishing \$2000.00 as the threshold amount for minimum capitalization was moved by Joe Myers, seconded by Robert Dunn, voted upon and motion carried.

F. Acceptance of the March 2017 Financial Reports

Acceptance of the March 2017 Financial Reports was moved by Judge Lucky, seconded by Joe Myers, voted upon and motion carried.


IV. Closed Session


A. At 1:00 pm President Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

B. At 1:10 pm President Levine reconvene to open session with nothing to report.

V. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, May 5, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:30 pm.

MINUTES: 
Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED: 
Hon. Michele D. Levine, President
Riverside County Board of
Law Library Trustees