

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

PRESENT

Hon. Michele Levine, President
Robert Dunn, Esq. Vice-President
Joe Peter Myers, Esq.
Hon. Gloria Trask
Hon. Irma Asberry
Hon. L. Jackson Lucky IV
Victoria Williamson, Secretary

ABSENT

W.W. (Bud) Miller

GUEST

John Boyd

I. CALL TO ORDER

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees, was called to order by President Michele Levine at 12:28 pm.

II. PUBLIC COMMENT

Amanda Duarte, a County HR employee whose car was recently towed commented about the "permit only parking" signs in the library parking lot as misleading to county employees. She parked in the lot believing that she can park there using her County Employee Parking Permit, not realizing that the Riverside County Law Library is not a county facility. She pitched the idea of adding "No County Employee Parking Allowed" to the sign to make it clear that "permit parking only" does not mean "county employees parking permit" and asked if she can have the towing fees she paid returned to her.

III. REGULAR SESSION

A. Acceptance of July 7, 2017 Meeting Agenda

It was moved by Joe Myers, seconded by Judge Asberry and was unanimously voted upon to accept the agenda for the July 7, 2017 meeting.

B. Minutes of June 2, 2017 Regular Meeting

Approval of the June 2, 2017 regular meeting minutes was moved by Judge Asberry, seconded by Judge Lucky, voted upon and motion carried.

C. Issue Resolution – County Facility Maintenance Invoices

Victoria will contact Steve Gilbert to ask for his available dates for a meeting with President Levine and Vice President Dunn to resolve issues with County facility maintenance invoices for law library building.

John Boyd suggested deducting the monthly maintenance fee from the net monthly income to determine whether the charges billed to the library complies with the provision of Section 3 of the law library exchange agreement with the County. He also reminded the Board that the 60-day notice to extend the lease by AOC is coming up August 1st of this year.

D. Acceptance of Tilden-Coil Project Management Fee Proposal

Acceptance of the Tilden-Coil Project Management Fee Proposal was moved by Joe Myers, seconded by Judge Lucky, voted upon and motion carried.

E. Library Renovation Project – Scope of Work, Establishing Priorities

Deferred to next meeting.

F. Director's Report

- June programs include 3 Family Law Workshop with 40 attendees; Legal Research 101 class with 5 attendees; library tour with 16 students from UCR Ext. paralegal program; & Lawyers in the Library program in Indio had 6 attendees.
- There is an outstanding health benefits bill (\$191.04) that has not been paid back. We can either try to collect it from Johnny's estate or write it off.
- Performance review completed for: Victor, Bret, and Theresa.

- Chance Douglas, our new intern this summer, started on Tuesday, June 27. He is a Cal. State San Bernardino student working towards his BA in Public and Oral History and interested in pursuing an MLIS. He worked as a volunteer for the Center for Social Justice and Civil Liberties Museum and Jesus S. Duran Eastside Library. He worked as a remote metadata intern for the Law Library of Congress, extracting metadata from U.S. Treaties and currently works as volunteer for KUCR Archives Project, extracting metadata from archived audio files. He works Mondays thru Thursdays for 4 hours each day.
- Mahum attended the 4th Annual Elder and Dependent Adult Abuse Symposium on June 28th. The event hosted by the County and held at the Riverside Convention Center which had 400 attendees. We had a table set up for our library promo and informational materials about the library and our services.
- Cost estimate were provided by two local pest control companies for monthly bug extermination services for the law library building: Structural Termite & Pest Control, Inc. & Aaron Alan Pest Control. It was recommended that spraying of the building exterior be done monthly and the interior can be done upon request and will be charged per visit.

Board President Levine, by acclamation, directed Victoria to research into the possibility of creating a "business manager" position for the library. This position will be mainly responsible for handling the business side of managing the parking lot, facility maintenance, and leased spaces of the law library building.

Add to next meeting's agenda the issue regarding signage in the parking lot, possibly changing the sign to add "County employee permit not acceptable."

G. Board Meeting in Indio

Deferred to next meeting.

H. Acceptance of FY 2017-2018 Budget

Acceptance of the annual budget was moved by Joe Myers, with an understanding that there may be changes to the budget pending the resolution of issues with the County Facilities Maintenance invoices.

I. Acceptance of the June 2017 Financial Reports

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

IV. CLOSED SESSION

A. At 1:37 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 1:50 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, August 4, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:57 pm.

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

APPROVED:

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