

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
April 1, 2016**

PRESENT

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

GUESTS

Julie Hartwigsen, CPA
Lionel Brown
Belinda Valentine

I. CALL TO ORDER

The regularly scheduled meeting of the Riverside County Board of Law Library Trustees was called to order by Vice-President Robert Dunn at 12:27 pm.

II. REGULAR SESSION

A. Acceptance of Agenda

It was moved by Bud Miller, seconded by Judge Trask, and unanimously voted upon to accept the Agenda for the April 1, 2016 meeting.

B. Minutes of February 5, 2016 Regular Meeting

Approval of the February 5, 2016 regular meeting minutes was moved by Judge Trask, seconded by Bud Miller, voted upon and motion carried.

C. Auditor's Report / Discussion

Julie Hartwigsen of Christensen DeGood presented to the Board the draft audited financial statements for the 2014-2015 fiscal year. Julie commended Alicia and Mariah for doing an excellent job maintaining the library's financial and accounting records on QuickBooks. She pointed out a significant decrease on the library's net capital assets in 2014-2015, a \$1.5 million impairment loss due to the real property exchange between the library and the County of Riverside. The fair value of the property received was less than the adjusted carrying value of the properties given up by the library. A 9% decrease in the court filing revenues due to decrease in the number of cases filed which has been a trend for the past several years and a 6% increase in library expenses due mainly to increasing cost of maintaining the library's collection. The implementation of the new GASB 68 & 71 which deals with new reporting requirements for pension of employees in governmental agencies has resulted to additional work on the part of governmental agencies and a lengthier auditor's report.

D. Director's Report:

- Programs: 2 Family Law Workshops in February w/ 17 attendees and 4 Family Law Workshops in March w/ 46 attendees; Legal Research class in Riverside in February with 5 attendees and in March with 10 attendees; a library tour held in Riverside for 6 county employees from the Clerk of the Board of Supervisor's office; and a class on *Evictions: Help You Help Yourself* held in Temecula in February with 12 attendees.
- Staff: Five of the 17 applicants for the User Experience Librarian position were interviewed. The 5 represents a broad range of work experience and background: 2 are veteran law firm librarians, 1 with 5 years of academic law library work experience, 1 with 7 years of county law library work experience, and 1 with 5 years public library work experience. Two of the 5 candidates are

scheduled for a 2nd interview during which, each will meet the staff, do a 20-minute presentation about their vision of the future user experience in the Riverside County Law Library, tour the library and have a lunch meeting with the Board of Trustees and the Director.

- Staff Retreat went very well with only two part-time staff members unable to attend. Dr. Michele Villagran did the morning session on Cultural Intelligence & Conflicts Management. Dr. Villagran is a lecturer with Univ. of North Texas, Adjunct Prof. with Woodbury University, a certified cultural intelligence facilitator through the Cultural Intelligence Center and a Conflict Dynamic Profile consultant. She is also Vice President/President-Elect of SANDALL. She led a dynamic discussion of the different cultural value orientations and different conflict handling modes/styles: competing, collaborating, compromising, avoiding, & accommodating. She also provided a list of additional resources on the topic. The afternoon session was a webinar by the Association of Specialized & Cooperative Library Agencies (ASCLA) on *Positive Interactions: Making the Library a Welcoming and Empowering Place for People with Disabilities*. Staff took a "positive interactions knowledge test" and received a certificate of completion. Staff discussions focused on what the library currently offers and what it can do in the future to make the library accessible for people with disabilities in terms of programming and print & electronic access to the library collection.
- Michael Persaud, the County Industrial Hygienist reported that the airborne sample readings and visual observations in the Technical Services office, at the time the evaluation was done, do not indicate that this area currently have an elevated health risk to respiratory hazards. The HVAC located in this office is providing sufficient air circulation and filtration. He recommended, among others, replacing the missing light diffuser lenses in the technical services office, continue to use the portable air scrubber unit, clean the carpet, and to call him back if condition change or worsen.
- Insurance claim was filed for the water tapping that apparently caused an unusual surge in library's water bills for the last three months. A police report for theft of utility service was filed. The County installed a metal cage to secure the main water pipe located outside the library.
- David Aldana of the Court's Facilities office proposed to put a portable air conditioner unit at the ground floor lobby with a ventilation pipe connecting the unit to the ceiling to pump the hot air into the attic so they can move the SHC's security screening station from the 2nd floor to the ground floor, as a remedy to address the issue of being too hot for the guards and deputies to be on the 2nd floor security screening station. He was asked to put his proposal in writing to present to the Board.
- County EDA received a grant to put electric vehicle (EV) chargers in county properties. One of the vendors who are bidding to do the work came in the library to survey the building's electrical source for the EV chargers to be installed in the parking lot. They were informed that the library building is owned by the Board of Trustees (not the County) and putting EV chargers in the library parking lot is subject to the approval of the Board.
- The meeting with SEIU set for March 23 was moved to April 20.

Judge Levine suggested the idea of inviting Cal. Supreme Court Associate Justice Cuéllar to be the guest speaker for a special event to be held in celebration of the library's 75th Anniversary. She also mentioned about possibly hosting a social event to be held sometime in June.

E. Victor Miceli Law Library Parking Lot

The "revocable parking license agreement" drafted by the library's Counsel was presented to the Board. The Board asked to have Counsel add to Section 3 of the license agreement a term of 6 months to a year.

F. Acceptance of the February 2016 Financial Report

Acceptance of the February 2016 Financial Report was moved by Joe Myers, seconded by Judge Asberry, voted upon and motion carried.

III. Public Comment

Lionel Brown and Belinda Valentine addressed the Board and suggested, among other things, to move the three ADA parking spaces closer to the law library's entrance door, repaint the signage to the library parking lot, add 2 computers, 2 copy machines, and a comprehensive list of new acquisitions in the last two years. Per the Board's suggestion, Mr. Brown & Ms. Valentine will provide the library with a list of materials with specific titles on subject areas that they claimed the library collection is deficient or out-of-date. Public comment ended at 1:53pm.

IV. Closed Session

A. Conference With Labor Negotiator

Deferred to next month's meeting.

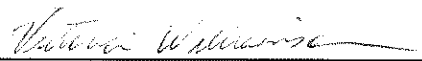
B. Public Employee Performance Evaluation

Deferred to June meeting.

V. ADJOURNMENT / NEXT MEETING

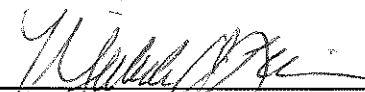
The next scheduled meeting of the Board of Law Library Trustees on Friday, May 6, 2016 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:00 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



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