

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
January 13, 2017**

PRESENT

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

ABSENT

Hon. Irma Asberry

GUESTS

Hon. Chad Firetag  
Eden Casareno

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**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 12:23 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Acceptance of January 13, 2017 Meeting Agenda**

It was moved by Bud Miller, seconded by Judge Trask, and unanimously voted upon to accept the agenda for the January 13, 2017 meeting.

**B. Minutes of December 2, 2016 Regular Meeting**

Approval of the December 2, 2016 regular meeting minutes was moved by Robert Dunn, seconded by Bud Miller, voted upon and motion carried. Judge Trask and Judge Lucky abstained.

**C. Director's Report**

- Eden Casareno, the library's new auditor, was introduced to the Board. Eden solicited questions, views and comments from the Board regarding their expectations about auditor's responsibilities, specific items of the audit to focus on, financial objectives, and establishing an asset capitalization policy. She commented that the audit field work which began on Monday is going well and will be completed by Friday.
- Programs in December include 2 Family Law Workshop w/ 24 attendees; 1 Small Claims Clinic w/ 3 attendees; 2 Legal Research classes w/ 17 attendees. An MCLE class on Legal Research 102 was held on Dec. 8 in Temecula with 6 attendees.
- Law Library is working with APALIE (Asian Pacific American Lawyers of Inland Empire) on an MCLE class "Starting a Solo Practice" to be held February 23 at 6pm. The question regarding fees was brought up for discussion. Victoria informed the Board that APALIE did not intend to split the fees with the law library since they will be spear heading the event, providing food and drinks and will be handling the registration. It is the opinion of the Board that the law library should have a share, either a flat fee or a percentage of the registration fees collected. The law library currently charges fees for after-hour use of the library. As a State Bar-approved MCLE provider, the law library is responsible, among others, to furnish MCLE Certificate of Attendance, a State Bar MCLE Activity Evaluation Form to each attendee, retain the completed evaluation forms and the Record of Attendance. The law library should charge fees for use of the facility, during and after business hours and recover any costs related to holding an MCLE event in the library. However, the Board agreed to allow APALIE to hold its MCLE event in the library free of charge just this one time. There will be costs for subsequent MCLE events to be held in the library. Victoria will relay the Board's decision to APALIE.

**D. MCLE Classes Fee Proposal**

In a report submitted to the Board regarding proposed fees for MCLE classes, Bret recommended 3 different prices depending on what the objective is: \$10-15 (with a meal) if the objective is to foster community goodwill; \$25 per credit hour and \$75 for 9-hour MCLE class (\$8.33/credit hour) if the objective is to recover costs; and \$45 per credit hour and \$100 for 9-hour MCLE class (\$12/credit hour) if the objective is to supplement income. The average cost other county law libraries charge for MCLE classes is \$25 per credit hour. The Board agreed that the library should begin to charge \$25 per credit

hour for its MCLE classes. Board President Michele Levine suggested that the library offers a pre-paid MCLE card that entitles the card holder to attend all MCLE classes held at the library throughout the year at a discounted rate.

**E. Victor Miceli Law Library Modernization Plan**

The Modernization Project Subcommittee is scheduled to meet January 19<sup>th</sup> at noon in the law library to discuss the following agenda: 1) Decide on the scope of work; 2) Delivery timetable – set the date for expected date of completion; 3) Delivery method – design-build, CM Multi-prime, CM at Risk? 4) What is the project budget, including fees for Project Manager, permits, construction cost, furnishings, etc.; 5) what is EDA's and TCC's role in the project.

**F. Acceptance of the December 2016 Financial Reports**

Acceptance of the December 2016 Financial Reports was moved by Robert Dunn, seconded by Joe Myers, voted upon and motion carried.

**IV. Closed Session**

**A.** At 1:33 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 1:44 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, February 3, 2017 at 12:00 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