

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
April 5, 2013**

PRESENT

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

ABSENT

Joseph Peter Myers, Esq.

GUESTS

Julie Hartwigsen, C.P.A.  
Sharon Cadenhead

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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 12:15 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 April 5, 2013 meeting.

**B. Minutes of March 1, 2013 Meeting**

It was moved by Judge Field, seconded by Bud Miller, and unanimously voted upon to approve the Minutes of the March 1, 2013 meeting.

**C. 2011-2012 Auditor's Report**

The Auditor presented its draft report to the Board for its review and approval. The Auditor reported a 16% decrease in net revenue mainly due to reduced number of court filings. Library services expenses increased by 11% mainly due to Temecula branch opening, added collections and professional services. Net assets are up 11% at the beginning of the year and up 5% at year end. Capital assets are down 3% due to current year depreciation charges and a substantial decrease in long-term liabilities due to payments on the capital lease. There are no internal control issues to report due to the fact that Ahern, Adcock & Devlin did a good job at monitoring bank reconciliations. However, it was suggested that they do not need to do a "Compilation Report" at fiscal year end because the Auditor does audited version of Financials and has to do that part anyway. This would "scale back costs" for accounting services. The Director will look into how much Ahern, Adcock & Devlin charged for their accounting services and how much of the charge was for the "Compilation Report." It was also suggested that key access to the copy-card money collection should be restricted and two people should be present when extracting money from the copy-card vend-unit. The Director will implement a new procedure that limits key access to two people and complies with the dual custody requirement for extracting money out of the copy-card vend-unit.

The Board had a question about the Financials Statements Note #12 which pertains to the library's commitment to pay \$19,892 per month with annual increases of 4 to 5 percent for library maintenance agreement. The Director will look into what the library maintenance agreement entails.

A Final Auditor'

**D. Director's Report**

The final report of the Interim Director included matters that were accomplished during her 4-month term. Each accomplishment included an action item that will need to be addressed and added to the new Director's list of priorities.

The Director's report include programs held in March including 6 Family law workshops, 3 free tax assistance programs, free small claims clinic, a legal research class, attendance in 2013 SCALL institute by Bret & Victoria. It also included an update on the Indio relocation and its May 1<sup>st</sup> grand-reopening event. Possible guest speakers include Judge Hopp, Judge Erwood, or Judge Ettinger. Bob Dunn suggested to invite the Palm Desert High school Mock Trial Team (5<sup>th</sup> place team overall). Director will contact Tracy Rivas at the Riverside County Superintendent of Schools.

The new Director met with staff, individually, and was impressed to learn about the staff's diverse background and experience which reflects the community's diverse make-up. She also met with the Reference Team and plans to meet with them at least once a month with the goal of bringing each member of the reference team in the loop of what is going on and who is working on what. Director will meet with the Principal Librarian and Branch Manager of the Temecula Public Library to discuss National Law Day program in Temecula and offering more programs, e.g. online legal research classes.

Judge Levine met with the Director and plans to meet with her on each Monday of the week prior to the Board Meeting. She also brought up the question of whether the County will be released from the legal mandate to provide maintenance for the building once the real property exchange agreement is finalized. Will there be any concessions given to the law library for saving the County in building maintenance costs?

Board President Judge Levine reported that a special dinner for Gayle will be held in the Mission Inn and suggested giving her a special gardener's gift basket w/ a Kelly's Spa gift card as a token of appreciation from the Board. The Director will send the Board a bill to reimburse for the cost of the dinner and gift.

The Director will plan for a Staff Retreat to be held possibly in Beaumont which will allow staff from Indio, Riverside and Temecula to participate.

**E. Update re Lease/Payment Schedule for Desert Trial Academy**

The Librarian reported that the President of Desert Trial Academy proposed an amended amount of \$5,835.00 as lease payment for the 22-week use of the Indio Branch library. The Board has determined to accept the proposed amount and has authorized the Director to send an invoice for \$5,835.00 to CDTA which will be due and payable upon receipt.

**F. Financial Report for March 2013**

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

**III. CLOSED SESSION**

**A. Conference with Real Property Negotiators**

At 1:15 pm, Judge Levine announced that the Board would go into Closed Session for: Conference with Real Property Negotiators (Cal. Govt. Code § 54954.5(b)) Property: 4001 – 4059 Main Street; Riverside; Real property transfer agreement update.

**B. Reconvene Open Session**

At 1:20pm, Judge Levine reconvened Open Session.

There was nothing to report from the time the invoices was mailed out on March 22<sup>nd</sup>.

**IV. ADJOURNMENT / NEXT MEETING**

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, May 3, 2013. There being no further business to come before the Board, the general meeting was adjourned at 1:40 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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