

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
July 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
Victoria Williamson, Secretary/Librarian

ABSENT

Hon. L. Jackson Lucky IV

Members of the Public

Lionel Brown

I. CALL TO ORDER

The regularly scheduled meeting of the Riverside County Board of Law Library Trustees was called to order by President Levine at 12:29 pm.

II. PUBLIC COMMENT

Mr. Brown commented that the time limit for public comments set at 3 minutes is fine. He suggested for the library to hold MCLE classes on how to use LexisNexis and Westlaw for the public. He commented positively on the library staff response to his document copy requests.

III. REGULAR SESSION

A. Acceptance of July 1, 2016 Meeting Agenda

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

B. Minutes of June 3, 2016 Regular Meeting

Approval of the June 3, 2016 regular meeting minutes was moved by Joe Myers, seconded by Judge Trask, voted upon and motion carried. Judge Asberry abstained.

C. Director's Report / Discussion:

- June Programs: 4 Family Law Workshops w/ 25 attendees; Small Claims Clinic w/ 1 attendee; Legal Research class w/ 8 attendees. Library tour with a UCR Librarian mentor and her honors student mentee who is interested in going to law school
- Gilbert at County Facilities said that even though they isolated the leak, they have not located the exact location of where the water went. He's hoping that with further testing, he'll have an answer for the Board. Director will continue to follow up with the County Facilities and contact Tilden Coil regarding this issue. Water bill has gone back to its normal level and insurance is processing the check to cover the cost of the water loss minus the deductible.
- The Director of Riverside Arts Museum (RAM) sent a quick report showing our account balance \$19K as of May 2016. RAM's board treasurer would love to connect with the Law Library Board to discuss future directions for this fund.

A motion to suspend the \$150 monthly deposit to the law library's RAM account was made by Joe Myers, seconded by Judge Trask. It was unanimously voted upon and motion carried. Director will invite RAM's Director and Board Treasurer to next month's meeting to provide more information about the account and discuss future directions for this account

and will be a discussion item added to next month's board meeting. (Judge Trask will contact Judge Field and Victoria will contact Gayle Webb to ask about the history of the library's RAM account and any documentations about it).

D. Victor Miceli Law Library Parking Lot

Dynamic Towing rescinded the "call-out authorization" agreement with the Law Library. The Director contacted other towing companies in town and most of them do not handle private property impound (PPI). One company will handle towing but not the monitoring of the parking lot. The Brother's Towing Company handles PPI. They've been in business since 1981, they have 9 facilities and 7 trucks, response time is 10-15 minutes depending on traffic, and will do the signs and paint the grounds at no charge. They're willing to do the monitoring for at least the first month.

A motion to proceed with contracting with Brother's Towing Company to handle the towing for the law library subject to the Board's ratification of the agreement at the next month's meeting. Director reported that 18 people have bought monthly parking permits and majority of whom were tenants of the Pritchard Building. Notice of the permit-only parking was emailed out to all the County Departments, as well as a notice letter to the County District Attorney's office. The library will continue to promote the availability of monthly law library parking permits to the downtown community including the Riverside Superior Courts and its Self-Help Center. The Director will contact the Executive Administrator of the Courts. Director will also need to send out notice to RPD about the permit-only parking in the law library parking lot.

E. Public Computer Use Policy

Motion to adopt a new "Public Computer Use Policy" allowing, as an exception, a patron's use of computers beyond the two-hour per day limit provided that there are computers available for other patrons to use for legal research purpose was moved by Judge Asberry, seconded by Robert Dunn. It was unanimously voted upon and motion carried.

F. Suspension of Library Privileges Policy

Motion to adopt a new "Suspension of Library Privileges Policy", as amended, to add §A6 – Using the library in a manner that is in violation of the "Library Standards of Behavior" to the list of behaviors warranting immediate suspension; and add a provision that a suspension for 30 days or more shall be reviewed by the Board of Trustees was made by Judge Trask, seconded by Joe Myers. It was unanimously voted upon and motion carried.

G. All-Day Board Training/Retreat

President Levine talked about an all-day board training to be held late September or early October to enable the Board to have a focused discussion on future plans for the library, gain a better understanding of the library's financials, consider auxiliary sources of revenue for the library, plan for the refurbishing of the Victor Miceli Law Library, and possibly invite the Director of the San Diego Law Library. She also talked about holding a speaker's event with Justice Cuellar on the topic of effective use of communication tools and strategies by foreign language and sign language interpreters in the courts. An after-event reception for the library board, staff, and their invited guests to be held at Judge Levine's home is also planned. Director will send out proposed list of topics for the all-day board training event.

H. Acceptance of the June 2016 Financial Reports

Acceptance of the June 2016 Financial Reports was moved by Judge Trask, seconded by Robert Dunn, voted upon and motion carried.

I. Public Comment Protocol

President Levine led the discussion of instituting procedures for public comments during a board meeting.

A copy of the proposed public comment procedures was distributed at the meeting and comments from the public was heard. Set a time limit for public comments to five minutes (cumulative five minutes for each position on an agenda item). Written comments are encouraged to enable the board to more effectively consider every item raised before the meeting. Agenda items that requires board action must be noted on the meeting agenda. Members of the public who wish to attend the board meeting must sign-in at the front desk and wait to be called in to the conference room when the meeting starts. This will allow the board to eat their lunch in private before the meeting. Possibly change the time of the meeting to 3:00 pm. Director will re-draft the procedures with the proposed amendments and send it out to the board.

IV. Closed Session

With respect to every item of business discussed pursuant to Govt. Code §54954.5(f)

A. Conference with Labor Negotiator

Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721.

No closed session held.

V. ADJOURNMENT / NEXT MEETING


The next scheduled meeting of the Board of Law Library Trustees on Friday, August 5, 2016 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:09 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