

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
April 4, 2014**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Esq. Vice-President
Hon. Irma Asberry

W.W. (Bud) Miller
Joseph Peter Myers, Esq.
Hon. Gloria Trask
Victoria Williamson, Secretary/Librarian

GUEST

Bradley Neufeld, Esq.
(via conference call)

ABSENT

Hon. Charlie Field

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 12:40 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 4, 2014 meeting.

B. Minutes of March 7, 2014 Meeting

It was moved by Judge Trask, seconded by Bud Miller, and voted upon to approve the Minutes of the March 7 meeting.

C. Director's Report:

- Part-time bookkeeper was terminated on March 13. Three candidates for the full time administrative assistant position were interviewed and two of them were invited for a 2nd interview to meet with the staff. Beverly Gonzalez accepted the offer and will start on April 9.
- Performance evaluation of the staff in Riverside is completed while those in Indio and Temecula will follow as they get close to successfully completing their probationary period.
- A separate classification and pay scale for the administrative assistant position will be added to the current classification and pay scale per legal counsel's advice.
- Director discussed with Wendy, the SEIU rep. an alternative arrangement for staff to pay their union dues other than the automatic payroll deduction. The County is having technical issues with setting up the automatic payroll deduction.
- Director reported on upcoming events for National Library Week which include a social mixer in the Temecula Law Resource Center with Supervisor Jeff Stone, Presiding Judge Mark Cope, and Judge Levine as guests of honor, free legal clinics at the three locations, and luncheon presentations on topics including Estate Planning, Criminal Expungement, Tree Law & Neighbor Law, Self-Help Law Resources, CEB OnLaw Research, and Basic Legal Research for non-attorneys.
- March Programs included:
4 Family Law Workshops w/ 54 attendees: Small Claims Clinic w/ 4 attendees; Legal Research 101 w/ 3 attendees in Indio; 4 Tax Preparation Clinics w/ 37 attendees; 1 Proctored Exam; and 2 tours w/ 40 attendees (students from Platt College & Sage College).

Bret taught *How to Conduct an Online Cal. Legislative Search* at the Greater Inland Empire Municipal Law Association (GIEMLA) March meeting held in San Bernardino Golf Club which had 20 attendees.

Estate Planning for the Elderly program presented by Esther Wang, Esq. in Temecula which had 9 attendees.

D. Motion to accept February 2014 Financial Report

It was moved by Bob Dunn, seconded by Judge Asberry, voted upon and motion carried.

III. CLOSED SESSION

A. Conference with Real Property Negotiators.

At 12:50 p.m., Judge Levine announced that the Board would go into closed session. A copy of the survey on the parking lot boundaries was provided to the Board.

B. Conference with Labor Negotiator

Legal counsel presented the revised & updated Employee Relations Resolution (ERR) which brought it current and in compliance with the Meyers-Milias-Brown Act.

C. Reconvene to Open Session

At 12:58 pm, Judge Levine reconvened and announced that the Board authorized Victoria to present the revised & updated ERR to SEIU for their review. Victoria will arrange a special meeting for the Board to walk around the law library building with the legal counsel and surveyor to point out the boundaries of the building and parking lot as indicated in the survey report.

IV. ADJOURNMENT / NEXT MEETING

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, May 2nd, 2014 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:30 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



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