

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
May 2, 2014**

PRESENT

Hon. Michele Levine, President  
Robert Dunn, Esq. Vice-President  
W.W. (Bud) Miller  
Hon. Gloria Trask  
Victoria Williamson, Secretary/Librarian

ABSENT

Hon. Asberry  
Hon. Charlie Field  
Joe Peter Myers, Esq.

GUEST

Becky Whatley

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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 12:31 pm.

**II. REGULAR SESSION**

**A. Acceptance of Agenda**

It was moved by Bud Miller seconded by Bob Dunn, and unanimously voted upon to accept the Agenda for the May 2, 2014 meeting.

**B. Minutes of April 4, 2014 Meeting**

It was moved by Bob Dunn, seconded by Bud Miller, and voted upon to approve the Minutes of the April 4 meeting.

**C. Brown Act Presentation**

County Counsel Pam Walls did a presentation on the Brown Act. She highlighted parts of the open meeting requirements addressing some of the common questions including:

- What constitutes a meeting under the Brown Act as distinct from serial meetings and emails to a quorum of members. Providing information to a quorum of members by email is permissible as long as no discussion among them takes place.
- Distinction between governing bodies and subsidiary bodies that are subject to the Brown Act. A standing committee that has continuing subject matter jurisdiction or a meeting schedule set by the Board is covered by the Brown Act.
- Exception to the Brown Act includes attendance at social events by a quorum of Board members as long as no discussion of Board business is conducted. Best practice: Do not sit together at social events and discuss items within Board's jurisdiction.
- Notice/Agenda requirements for regular meetings and special meetings. For regular meetings, must include a separate item for public comment for topics not on agenda but within subject matter jurisdiction of the Board. For special meeting, public comment section is not required.
- Late additions to regular meeting agenda: require findings that item came to the attention of the Board after the agenda has been posted, that the item is of such urgency that it can't wait until the next regularly scheduled meeting, and the finding is made by 2/3 vote of the Board. For special meetings, late items cannot be added to the agenda.
- Meeting location: must be held within Riverside County, must be ADA accessible, must be free to attend. Teleconferencing requirements: must post agenda at teleconference locations (current & alternate locations), locations must be accessible to the public including the disabled, a quorum of the Board must participate from locations within Riverside County.

- Public participation: ok to prescribe order/time limits on public comments on the agenda, public can speak on any item within subject matter jurisdiction, should be relevant and not repetitive, and can't be disruptive.
- Open session documents prepared by staff must be made available for public inspection at meeting. If prepared by other person, must be made available for public inspection after the meeting. Confidential documents remain confidential.
- Permissible closed sessions: personnel matters/labor negotiations, real property negotiations, and pending, threatened, contemplated litigation.
- Closed session actions that must be reported out: settlement agreements where the Board is the last to sign, real property final transaction, approval of labor agreement or employee appointment excluding compensation discussion, authorization to initiate litigation, file amicus or appeal, and should include vote of board members.

**D. Director's Report:**

- Pursuant to MOA with SEIU, agency shop election will be conducted by mailed secret ballot. Notice of election and sample ballot was posted in all work sites and sent to all eligible employee voters' home and work email address. Deadline to return ballot is June 3. Ballot returns will be counted on June 4 at 1 pm in the law library. SEIU were provided with a copy of the memo re agency shop election sent to all employees.
- SEIU expressed concerns regarding certain provisions of the revised ERR including professional and part-time personnel exclusion from the bargaining unit; adding the definition of confidential employee, and the language prescribing who can file for decertification petition.
- National Library Week was kicked off with over 40 people attending the social mixer/ribbon cutting of the Temecula Law Resource Center, including Supervisor Jeff Stone and Presiding Judge Mark Cope who spoke about the value of having a law resource center in the Southwest region of the County. The Law Library and the Temecula Public Library received a certificate of recognition of the National Library Week Celebration. The Law Library also received a certificate of recognition for its ribbon cutting from State Senator Joel Anderson's office.
- CEB OnLaw has been added to the list of electronic resources available in the Temecula branch.
- April Programs: Criminal Expungement w/ 37 attendees, Tree Law and Self-Help Resources each w/ 27 attendees, Estate Planning and Legal Research each w/ 9 attendees. 5 Family Law Workshops w/ 73 attendees; Small Claims Clinic w/ 7 attendees; Tax Prep. Clinic w/ 10 attendees: 2 proctored exams.
- A patron complained about the law library becoming a "haven" for homeless people and parolees which discourages people like her, a law student and others who need to study, do legal research to come and use the law library because they felt unsafe to be around people who have no business being in the library.
- The carpet in the Provident Bank building needs to be replaced. Director is scheduled to meet with Express Contractors, Inc. to get cost-estimates on Tuesday, May 6, 2014.
- MaDear Corp., a non-profit organization that specializes in working with "At Risk" families expressed interest in using one of the law library's Main Street properties.

**E. Final Auditor's Report FY 2012-2013**

Bob Dunn asked the Director to check into how the law library can recover the CalPERS employee contribution that the library paid by mistake, as indicated on page 15 of the report.

**F. Motion to accept February 2014 Financial Report**

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

**III. CLOSED SESSION**

At 1:40 p.m., Judge Levine announced that the Board would go into closed session for:

**A. Conference with Real Property Negotiators.**

Judge Levine reported on the status of the real property transfer.

**B. Conference with Labor Negotiator**

Director reported on the legal counsel's advice regarding SEIU's response to the Employee Relations Resolution revised draft.

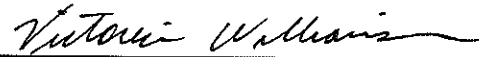
**C. Reconvene to Open Session**

At 1:58 pm, Judge Levine reconvened with no action taken and nothing to report to open session.

**IV. ADJOURNMENT / NEXT MEETING**

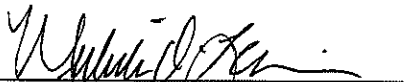
The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, June 6, 2014 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:00 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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