

MINUTES OF REGULARLY SCHEDULED MEETING
BOARD OF LAW LIBRARY TRUSTEES OF RIVERSIDE COUNTY
March 1, 2013

PRESENT

Judge Michelle Levine, President
Robert Dunn, Esq., Vice President
Judge Irma Asberry
Judge Gloria Trask
Judge Charles Field
W.W. (Bud) Miller, Esq.
Joseph Peter Myers, Esq
Gayle E. Webb, Secretary/Librarian

GUEST

Victoria Williamson, Future Library Director

I. CALL TO ORDER

The regularly scheduled monthly meeting of the Riverside County Board of Law Library Trustees was called to order by Board President Levine at 12:15 pm.

II. REGULAR SESSION

A. WELCOME FUTURE LAW LIBRARY DIRECTOR VICTORIA WILLIAMSON

President Levine and the entire Board welcomed Ms. Williamson to the library and were thrilled to hear that she will begin on Monday, March 04, 2013. Her first duties that day will include looking at additional property that the Indio Law Library may move into and meeting the Indio staff.

B. ACCEPTANCE OF AGENDA

It was moved by Judge Field, seconded by Joe Myers and affirmatively voted upon to accept the Agenda for the March 1, 2013 meeting.

C. MINUTES OF THE FEBRUARY 13, 2013 SPECIAL MEETING.

It was moved by Joe Myers, seconded by Bud Miller, and affirmatively voted upon to approve the Minutes of February 13, 2013.

D. FINANCIAL REPORT FOR JANUARY-FEBRUARY 2013

It was moved by Judge Asberry, seconded by Judge Field and affirmatively voted upon to accept the Financial Reports for January-February 2013.

E. DIRECTORS UPDATE & FORM 700

The Librarian reported that the annual audit report would be given next month by Julie Hartwigsen of Christensen & DeGood. Another part time librarian has been hired for Indio so that the Indio Law Library will once again open at 8:00 AM every morning. Presentations by law library staff during February were also reported. Form 700 was distributed to all Board members and is due back to the Library Director before April 1. Board members' forms are retained in the Library while the Directors is sent to the County.

F. COURT USE OF RIVERSIDE LIBRARY FOR FAMILY LAW SEMINARS

Now that the Self Help Division of the Courts has a new training room on the second floor of the Law Library Building, the question has arisen as to whether or not they can shift their family law assistance classes up to that location instead of using the library. They hold approximately six classes a month in the law library from 5:30-8:30 or 9:00pm, which costs the library for a staff member (Minimum: \$16/hr.) When the building is owned by the library, additional after-hours costs for HUAV will need to be taken into consideration. The Board felt the Court should at least bear the cost for the additional staff member at this time.

G. LEASE/PAYMENT SCHEDULE FOR DESERT TRIAL ACADEMY

The Board discussed various payment schedules currently in force for use of law library facilities and determined that the fee for the Desert Trial Academy use of Indio after hours three nights a week should be \$500 per night as well as the \$1000 deposit as specified in the lease agreement. The Interim Librarian will prepare an invoice which will be reviewed by the Board President before it is sent to the Academy's Director.

H. POTENTIAL INDIO RELOCATION SITES

Vice President Bob Dunn reviewed the various sites visited and recommended looking at one more that is only a two minute drive from the Courthouse and larger than anything viewed so far. *It was moved by Judge Field, seconded by Judge Asberry and affirmatively voted upon to authorize Bob and the new Law Librarian to view this site on Monday and to go forward with the County to secure this space.* The new move date given to Bob is now April 1.

III. CLOSED SESSION (1:10 PM)

A. Conference with Real Property Negotiators.

Judge Trask requested that the establishment of a Landlord/Tenant Advisory Committee be added to next month's Board Agenda.

Invoices will be prepared immediately for the City and County portion of fees associated with the acquisition of the Zinke property.

B. Public Employee – Law Library Director

Judge Trask will speak with County Counsel about preparing an employment contract for the new Director. A welcome and introduction event will be planned by the Board for the new Director, including staff and the legal community.

MINUTES _____

GAYLE WEBB, Secretary
Riverside County Board of Law Library Trustees

APPROVED _____


HON. MICHELLE LEVINE, President
Riverside County Board of Law Library Trustees