

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
March 3, 2017**

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

ABSENT

Hon. L. Jackson Lucky IV

GUEST

Eden Casareno

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**I. CALL TO ORDER**

The regularly scheduled meeting of the Riverside County Board of Law Library Trustees was called to order by President Michele Levine at 12:13 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Acceptance of March 3, 2017 Meeting Agenda**

It was moved by Judge Asberry, seconded by Bud Miller, and unanimously voted upon to accept the agenda for the March 3, 2017 meeting.

**B. Minutes of February 3, 2017 Regular Meeting**

Approval of the February 3, 2017 regular meeting minutes was moved by Judge Trask, seconded by Bud Miller, voted upon and motion carried.

**C. Statement of Economic Interest (Form 700)**

The Director reminded the Board that the deadline for filing the Form 700 is April 3.

**D. Director's Report**

- February programs include: 3 Family Law Workshop w/ 42 attendees; 1 Legal Research 101 class w/ 8 attendees; MCLE class on Legal Research 102 was held in Temecula on February 9 with 9 attendees; and a library tour with 10 UCR paralegal students. APALIE's MCLE event on "The Small Firm Practice: Stories, Challenges, and Inspirations" held February 23 had 31 attendees. The library will be holding a "Lawyer in the Library" program every 2nd Thursday of the month in Indio starting April 13<sup>th</sup> in partnership with the Desert Bar Association. DBA plans to hold a 3-hour Fee Arbitration Training program in our Indio branch on April 5<sup>th</sup>. Plans for National Library Week programs include: free legal clinics in Riverside & Temecula; MCLE class in Riverside on "Marijuana & the Law" by Mike Donaldson Esq. who will explain Prop. 64's changes to Cal. marijuana laws; MCLE class on Substance Abuse in Indio by Greg Dorst; and vendor representatives from Lexis, Westlaw & CEB OnLaw will hold an MCLE class on online legal research. The Board suggested to have a panel of speakers for the "Marijuana & the Law" program and invite attorneys from the City Attorney's Office, the DA's office and the Public Defender's office to present a wider perspective on this topic.
- New UX Librarian, Mahum Shere started on Thursday, March 2 and was introduced to the Board. Prior to joining the law library, Mahum worked at Western State University College of Law Library as a reference librarian. She began her career in law libraries as an intern for the Riverside Country Law Library and later as a library assistant in Indio and worked as part-time librarian

after completing her MLIS degree. Johnny who has been on disability since September will not be back on March 9. He said that he will be sending a note from his doctor. Staff Retreat is planned for March 24 in the library. The librarians will be presenting on their chosen topic that include communications, teamwork and leadership plus an interactive session that include a trip to the Curiosity Shop "Escape Room" in downtown Riverside. The Director plans to check out the Curiosity Shop before signing up for this activity.

- The library received an invoice and a list of itemized charges for the facilities and maintenance repairs from the County. The Board asked to contact the County to find out what document the County is relying upon to base their action of billing the library for facility maintenance just now, a year and ½ after the property exchange agreement was executed. In the meantime, the Director will shop around for private companies that provide building maintenance services. President Levine and VP Dunn will set up a meeting with Vince Yzaguirre regarding this matter and Victoria will pull out the documents related to the real property exchange including the lease agreement with the AOC.

**E. Victor Miceli Law Library Modernization Plan**

The law library trustees: President Levine, Robert Dunn, Judge Trask, Judge Lucky, Joe Myers and Victoria toured the San Diego Law Library on Thursday, February 23. The trustees commented on their observations and the insights gained from the tour and the materials presented by the San Diego Law Library management and staff about their building renovation experience. A resource list on library design, construction and renovation was distributed at the meeting. Victoria will schedule the next Renovation Project Subcommittee meeting. A-Tech Consulting completed the HazMat survey on February 10. It will take 5 days to get the sample test results and two weeks to generate the reports.

**F. Auditor's Report (FYE June 30, 2016)**

Eden Casareno of Eadie & Payne, LLP presented the Auditor's Report for fiscal year ending June 30, 2016. She highlighted the change made in presenting the basic financial statements in this year's report including 2 sets of financial statements that show the accrual balance and the modified accrual balance; the statement of revenues, expenditures, and changes in fund balance that shows the rental gross income and expense separate from the net rental income; the prior period adjustment made to correct error in prior financial statements; and the audit adjustment made related to net pension liability. She suggested that the board review the Management's Discussion and Analysis portion of the report which highlights the management's explanation of the library's financial activities for the June 2016 fiscal year end. She made recommendations for improvement for financial reporting purposes that include presenting the net rental income separately from the gross rental income and gross rental expense to better reflect activity for the year, merging the General Fund and the Capital Outlay Fund and have a one line item in the General Fund as capital outlay account; to have a written capitalization policy; and to do a budget to actual expenditures comparison more than once a year to enable the Board to make adjustments as necessary. Robert Dunn suggested that these recommendations be added to the next board meeting agenda.

**G. Acceptance of the February 2017 Financial Reports**

Acceptance of the February 2017 Financial Reports was moved by Bud Miller, seconded by Joe Myers, voted upon and motion carried.

**IV. Closed Session**

- A.** At 1:33 pm President Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

B. At 1:40 pm President Levine reconvene to open session with nothing to report.

V. **ADJOURNMENT / NEXT MEETING**

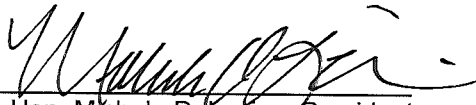
The next scheduled meeting of the Board of Law Library Trustees will be on Friday, April 7, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:50 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



Hon. Michele D. Levine, President  
Riverside County Board of  
Law Library Trustees