

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
June 2, 2017**

**PRESENT**

Hon. Michele Levine, President  
Robert Dunn, Esq. Vice-President  
W.W. (Bud) Miller  
Joe Peter Myers, Esq.  
Hon. Gloria Trask  
Hon. Irma Asberry  
Hon. L. Jackson Lucky IV  
Victoria Williamson, Secretary

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**I. CALL TO ORDER**

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees, was called to order by President Michele Levine at 12:18 pm.

**II. PUBLIC COMMENT**

Belinda Valentine commented about a skin irritation she experienced due to insect bites while in the library and raised the need to conduct "insect fumigation" in the library on a regular basis. She also shared words of appreciation for the great customer service she received from Johnny Graham, a longtime staff member who passed away recently.

**III. REGULAR SESSION**

**A. Acceptance of June 2, 2017 Meeting Agenda**

It was moved by Bud Miller, seconded by Judge Asberry and was unanimously voted upon to accept the agenda for the June 2, 2017 meeting.

**B. Minutes of May 5, 2017 Regular Meeting**

Approval of the May 5, 2017 regular meeting minutes was moved by Judge Asberry, seconded by Judge Lucky, voted upon and motion carried. Judge Trask abstained.

**C. Director's Report**

- May programs include 4 Family Law Workshop with 54 attendees; Legal Research 101 class w/ 5 attendees; library tours with 7 students from UCR Ext. Paralegal program; 2 proctored exams; and *Lawyers in the Library* in Indio had 7 attendees.
- Online registration for classes is now available on the library's website through EventBrite. Upcoming MCLE classes include *Dealing with Depression in the Legal Profession* by Christian Bough, *Ethical Use of Declarations* by Brian T. Stuart, and *Risk Management for the Small Firm Practitioner* by Howard Franco and David Barker, to be held on the 2<sup>nd</sup> Wednesday of the month starting September.
- Pro Bono Week programs will include free legal clinics in all locations and free MCLE classes.
- Part-time library assistant Yvette Patino, can only work on Saturdays beginning in June because she started a full time paralegal position with David H. Ricks & Associates in Rancho Cucamonga. Johnny Graham passed away on Thursday, May 31<sup>st</sup>. He worked for the library as library assistant for 15 years.

Judge Levine paid tribute and spoke highly of Johnny's service to the law library. She commented about how Johnny always exuded a welcoming feeling in the law library, always providing service with a smile to everyone who comes to the law library. She suggested the idea of dedicating a specific area of the law library with his photo in recognition of his many years of service to the library.

- The itemized list of facility maintenance charges included all costs associated with the law library building including the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The amounts

specifically allocated to law library based on agreement/occupancy is 53.42% of total costs. The list did not include custodial services and charges for the period Oct. 2014 thru June 2016. The outstanding bill total is \$27,274 for the period July 2016 thru May 2017.

Judge Levine, by acclamation, directed to have John Boyd review the lease agreement between the County and the Courts, determine the County's responsibility to provide maintenance to the 2<sup>nd</sup> and 3<sup>rd</sup> floors, of which Section 6 is a part of, review the property exchange agreement between the County and the Law Library, determine what responsibility the Law Library assumed, and if the lease agreement is renewed, who assumes the obligation for maintenance of the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Victoria will provide copies of lease agreement and property exchange agreement to John Boyd and all board members prior to its July board meeting. A meeting between the law library board and a County representative responsible for the property exchange agreement will need to be scheduled to resolve the facility maintenance costs issue.

Victoria will contact local pest control company to get a cost-estimate for conducting regular "insect fumigation" in the library.

**D. Selection of Architectural Firm for the Library Modernization Project**

The renovation committee was unanimous in its recommendation to hire Holt as the Architect for the renovation of the Victor Miceli Law Library. Motion to hire Holt Architecture to design the renovation was made by Joe Myers, seconded by Judge Trask, voted upon and motion carried.

President Levine suggested that the decision-making process on matters relating to the renovation be established in a manner that allows the Committee Chair, Judge Trask or the Board President, Judge Levine, to make decisions on behalf of the Board to ensure that the renovation proceeds in an expedient and cost-efficient manner. However, any items that has financial impact will be submitted to the Board for approval at its regular meeting with public notice as required by the Brown Act.

**E. Acceptance of FY 2017-2018 Budget**

Acceptance of the annual budget was deferred to June board meeting.

**F. Acceptance of the May 2017 Financial Reports**

Acceptance of the May 2017 Financial Reports with note of a posting error to the law library distribution of \$317,857.59 and corrected amount of \$145,761.90, was moved by Judge Trask, seconded by Joe Myers, voted upon and motion carried.

**IV. NO CLOSED SESSION HELD**

**V. ADJOURNMENT / NEXT MEETING**

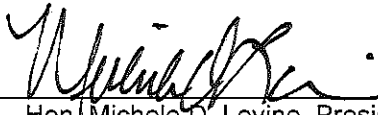
The next scheduled meeting of the Board of Law Library Trustees will be on Friday, July 7, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:37 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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