

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
September 6, 2013**

PRESENT

Judge Irma Asberry
Judge Charles Field
W.W. (Bud) Miller
Joseph Peter Myers, Esq.
Judge Gloria Trask
Victoria Williamson, Secretary/Librarian

GUEST

John Boyd, Esq.
Marv Paull

ABSENT

Judge Michel Levine, President
Robert Dunn, Esq. Vice-President

I. CALL TO ORDER

The regularly scheduled monthly meeting of the Riverside County Board of Law Library Trustees was called to order by Joe Myers at 3:40 pm.

II. REGULAR SESSION

A. Acceptance of Agenda

It was moved by Judge Field seconded by Bud Miller, and unanimously voted upon to accept the Agenda for the September 6, 2013 meeting.

B. Minutes of August 2, 2013 Meeting

It was moved by Judge Field, seconded by Bud Miller, and voted upon to approve the Minutes of the August 2, 2013 meeting.

C. Director's Report (See attached)

D. Actuarial Report

Marv Paull of Actuarial & Financial Consulting reported on actuarial valuation of post-retirement medical benefits as of June 30, 2013 for the law library. He highlighted the following portions of the report:

- Objectives & basis: summarizes the valuation results of the liabilities and annual costs in accordance with GASB 45 and the report is based on the census data provided by the law library.
- Changes in the valuation assumptions since the first actuarial valuation done in 2010 which include a decrease in rate of future salary from 2.5% to 2%. Overall, the changes in the valuation assumptions have decreased the costs and liabilities by about 14%.
- Summary table of the current number of plan participants and the total actuarial accrued liabilities (\$262,620) and costs (\$33,759) over the next ten years.
- Summary table of present value of future benefits, the total present value of all future benefits is \$274,334.
- Summary table of Annual Required Contribution (\$33,759), OPEB Expense (\$37,526) & Net OPEB Obligation (\$108,183) at end of year 6/30/2013.
- Discussion on funding vs. "pay-as-you-go" – The average age of current employees is 52 so a number of new retirements can be anticipated in the next 5 to 10 years.

E. Lease of 4001 Main Street property

Provident would like to renew the lease which expires on Oct. 2014. The Board will begin renegotiation once it has received the information needed for them to determine the appropriate terms of the lease and will need to have the County participate in the renegotiation.

F. Motion to accept Financial Report for July 2013.

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

III. CLOSED SESSION

At 3:43 pm, Joe Myers announced that the Board would go into Closed Session for:

A. Conference with Real Property Negotiators.


John Boyd reported on the status of the draft property exchange agreement. Victoria will follow-up with Tilden-Coil regarding a comprehensive report on the walk-through inspection of the 3535 Tenth Street Property, a copy to be forwarded to John Boyd.

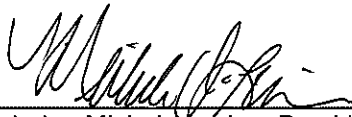
B. Reconvene to Open Session

At 4:13 pm, Joe Myers reconvened with nothing to report to open session.

IV. ADJOURNMENT / NEXT MEETING

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, October 4, 2013 at 3:30 pm. There being no further business to come before the Board, the general meeting was adjourned at 5:02 pm.

MINUTES: 
Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

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



Victor Miceli Law Library
3989 Lemon Street
Riverside, CA 92501
t: (951) 368-0368
f: (951) 368-0185

Indio Branch
46-900A Monroe Street
Indio, CA 92201
t: (760) 848-7151
f: (760) 347-4500

Temecula Law Resource Center
Temecula Public Library
30600 Pauba Road
Temecula, CA 92592
t: (951) 693-8900

Director's Report
Friday, September 6, 2013

1. CDTA offer to use the Indio Branch

Cal. Desert Trial Academy will be holding its evening classes in our Indio Branch, from 5:30 to 9:30 pm, Tuesday, Wednesday & Thursday for 14 weeks. We received a copy of the signed facilities use agreement and their check dated Sept. 1 in the amount of \$1,680 for use of the Indio library for the month of September.

2. Staffing in Indio

We hired a new part-time library assistant for Indio. Gina Dreyer started on Thursday (Aug. 15). She is currently pursuing her Master's Degree in Library & Information Science at San Jose State University and expects to graduate Dec. 2014. She earned her Bachelor of Arts in History from UCR. She has prior customer service experience working at Best Buy and Enterprise Rent-A-Car. She also worked at the Law Offices of Basil T. Chapman as Office Assistant and UCR as Special Events Coordinator.

Yvonne Franco might be going back to work full time for the City of La Quinta, however she has agreed to stay on and work for us 3 nights a week to cover the hours that CDTA uses our Indio branch.

We're still hiring for part-time library assistant position in Indio & Riverside to add to our substitute pool. Interviewed 3 candidates for Riverside: Mahum, a former law library intern, currently works for us a volunteer and has a JD; Cherilyn, currently works for us a library clerk, finishing her MLIS in December; and Efren, an external candidate has a JD, used to work at Riverside Superior Court as court services asst. II & Thomas Jefferson School of Law Library in San Diego as a library assistant.

Mahum Shere has accepted our offer for part-time library assistant position in Riverside and will start work Sept. 10.

3. Programs Held in August

5 Family Law Workshops w/ 68 attendees; 1 small claims clinic w/ 7 attendees; 3 Legal Research 101 Series class (Riverside (7), Indio (6), Temecula (7) attendees); 3 Proctored Exams; and 1 Library Site visit for UCR Extension Paralegal Program Accreditation.

4. Programs in Temecula

"ABC's of Law Series" scheduled in September to be held in Temecula (6:30 – 8:00 p.m.)

- Sept. 9 – ABCs of Child Custody & Support by Patricia Rich
- Sept. 16 – ABC's of Criminal Justice: Know Your Rights by Jared Hartman, Esq.
- Sept. 23 – ABC's of Deb Collection Harassment by Jared Hartman, Esq., Bob Semnar, Esq. & Daniel Hellbrun

- Sept. 30 – ABC’s of Estate Planning by Melissa Reilly

5. Property Management

I reported to Full Spectrum that when I went in the 3744th 10th property (first level), the air was on. No one is using the unit. I was told that they didn’t know that the Court moved out of the unit. I got the keys to the 1st & 2nd level units.

6. Building Maintenance Service Request Report

FM Call Log				
Date of Call	Task #	Description of work to be done	Caller	Cost
8/1/2013	1347255	book stacks #3 bottom shelves are buckled; stacks#4-7 need end panels	vw	
8/6/2013	1343163	bug - caterpillar found next to the information desk section	vw	
8/14/2013	1344126	"Reading room" light switch broken	eam	\$200.00
8/20/2013	1344571	found critter in Sharon's office	vw	
8/20/2013	1344572	hang pictures in my office/conference rooms	vw	
9/28/2013		Clogged staff restroom	bc	
8/29/2013	1345673	Environmental control/smoke detector alarm triggered due to rainwater leaking into the building. "It is raining inside the elevator and the electrical in the shaft is going crazy. Also, there is a leak on the 3rd floor of the building."	vw	

7. Review of County Law Bldg. schematic plan for the law library

Had a meeting with Sergio & Joaquin and reviewed the schematic drawings of the new County Law Building: site plan, electricals, IT, security, Questions raised: Do we have a parking agreement with the County? Do we want the sign to say “Victor Miceli Law Library” or “Law Library”? Will meet again on Sept. 4.