

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
October 7, 2016**

PRESENT

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

GUEST

Marty Greenwood, Tilden-Coil  
Project Manager

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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 12:15 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Acceptance of October 7, 2016 Meeting Agenda**

It was moved by Judge Trask, seconded by Bud Miller, and unanimously voted upon to accept the agenda for the October 7, 2016 meeting.

**B. Minutes of September 2, 2016 Regular Meeting**

Approval of the September 2, 2016 regular meeting minutes was moved by Robert Dunn, seconded by Bud Miller, voted upon and motion carried. Judge Trask abstained.

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

Martin Greenwood, Tilden-Coil Project Manager, discussed a set of questions for the Board to gain an understanding of the scope of the project and help guide the process. The scope of work will determine whether or not an Architect is needed. Work that involves beyond cosmetic changes such as HVAC upgrades, taking down walls, adding more conference rooms, etc. would require permitting, Title 24 code compliance. He discussed the different construction delivery methods, time frame for the project, hard cost vs. soft cost, and myriad other things to consider in planning a renovation such as permits and fees, project management, inspection, furniture, fixtures and equipment needs.

**D. Adoption of the Personnel Manual**

Motion to adopt the RCLL Personnel Manual was moved by Joe Myers, seconded by Judge Trask, unanimously voted upon and motion carried.

**E. Director's Report**

Dawn Reynolds of RPD received a complaint from an individual whose car was towed from the law library parking lot and is investigating into a claim that Brother's Towing may be engaging in "predatory" towing practices. Victoria informed her that Brother's Towing can't tow a car without prior authorization from the library staff. Ms. Reynolds said that the library may be delegating "general authorization" to tow cars and cited Cal. Vehicle Code §22658 (l) (1) (E) (i).

Johnny Graham went on medical leave right after his last day of vacation. A note from his doctor stated that he received medical treatment on September 19, was advised to rest at home and that he will be able to go back to work October 31<sup>st</sup>.

**F. Acceptance of the September 2016 Financial Reports**

Acceptance of the September 2016 Financial Reports was moved by Joe Myers, seconded by Judge Trask, voted upon and motion carried.

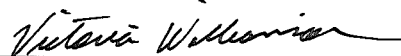
**IV. Closed Session**

No closed session held.

**V. ADJOURNMENT / NEXT MEETING**

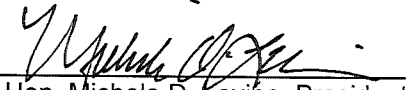
The next scheduled meeting of the Board of Law Library Trustees on Friday, November 4, 2016 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 2: 07pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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