

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
June 6, 2014**

PRESENT

Hon. Michele Levine, President (via phone)  
Robert Dunn, Esq. Vice-President  
W.W. (Bud) Miller  
Joe Peter Myers, Esq.  
Hon. Irma Asberry  
Hon. Charlie Field  
Victoria Williamson, Secretary/Librarian

ABSENT

Hon. Gloria Trask

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**I. CALL TO ORDER**

The regularly scheduled monthly meeting of the Riverside County Board of Law Library Trustees was called to order by Vice-President Bob Dunn at 12:25 pm.

**II. REGULAR SESSION**

**A. Acceptance of Agenda**

It was moved by Bud Miller seconded by Joe Myers, and unanimously voted upon to accept the Agenda for the June 6, 2014 meeting.

**B. Minutes of April 28, 2014 Special Meeting & May 2, 2014 Regular Meeting**

Approval of the minutes deferred to next meeting for lack of quorum.

**C. Director's Report:**

- Review by our legal counsel of the Revised Personnel Manual is complete. The only thing outstanding is the County policies that were incorporated by reference in the 2006 Personnel Manual. Legal counsel recommended that these policies be turned into Law Library's policies instead of simply adopting them. Once the Revised Personnel Manual is in final form, the Board can adopt it by a simple motion. It is not required that it be adopted by a Board Resolution. He suggested that the Board pass a resolution rescinding the resolution adopting the 2006 Personnel Manual and authorize the Board to adopt the Revised Personnel Manual by a simple motion.
- Director distributed copies of the proposed new job classification and salary rate schedule. Also, the proposed draft of the 2014-2015 MOU which was reviewed by the legal counsel was presented to the Board.
- The agency shop election ballots were counted on June 4. Out of the 14 eligible voters, 8 votes were cast. Out of the 8 votes, 4 votes cast for agency shop and 4 votes cast for no agency shop.
- May Programs: Our National Law Day program "American Democracy & the Rule of Law: Why Every Vote Matters" by Judge Lucky had 37 attendees. It was video-recorded which is available on our website via a link to YouTube. Free legal clinic in Temecula had 29 participants. Our regular program offerings include: 4 Family Law Workshops w/ 29 attendees; Small Claims Clinic w/ 6 attendees; 5 proctored exams; and Legal Research 101 class w/ 3 attendees.
- Carol Magder (resigned in April), June Cuddy, Candace Cavanaugh, and Imelda Ramirez have all been taken off our payroll list.
- We had a volunteer, Drew Williamson who worked for us for a 130 hours helping at the front desk with loose leaf filing, discarding superseded materials, and with National Library Week programs, video-recording our National Law Day program, etc.

- Bret & Victoria attended the SCALL Institute program held in Ventura. Bret, Daisy & Victoria will be attending the AALL Conference in San Antonio in July. Victoria is running unopposed for the position of Vice President/President-Elect (2014-2015) for AALL's Southern California Chapter.
- CDTA would like to use the Indio branch on Saturday morning for their upcoming Fall classes, in addition to Tuesday, Wednesday & Thursday nights. Board will consider whether to increase the rate for off-hour use of the library in Indio at the next meeting.

**D. Motion to approve 2014-2015 Annual Budget**

It was moved by Judge Field, seconded by Joe Myers, voted upon and motion carried.

**E. Motion to accept May 2014 Financial Report**

It was moved by Judge Field, seconded by Bud Miller voted upon and motion carried.

**III. CLOSED SESSION**

At 1:01 p.m., Bob Dunn announced that the Board would go into closed session for:

**A. Conference with Real Property Negotiators.**

Copies of the real property exchange agreement in its final form were distributed at the meeting.

**B. Conference with Labor Negotiator**

Copies of the 2014-2015 MOU Draft were distributed at the meeting.

**C. Reconvene to Open Session**

At 1:58 pm, Bob Dunn reconvened and reported out to open session the Board approval of the real property exchange agreement.

**IV. ADJOURNMENT / NEXT MEETING**

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, August 1, 2014 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:00 pm.

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

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