

**MINUTES OF REGULARLY SCHEDULED MEETING**  
**RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES**  
July 19, 2013

PRESENT

Judge Michele Levine, President  
Robert Dunn, Esq., Vice-President  
Judge Irma Asberry  
W.W. (Bud) Miller  
Joseph Peter Myers, Esq.  
Judge Gloria Trask  
Victoria Williamson, Secretary/Librarian

ABSENT

Judge Charles Field

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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 Judge Levine at 12:36 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 July 19, 2013 meeting.

**B. Minutes of June 7, 2013 Meeting**

It was moved by Bob Dunn, seconded by Bud Miller, and voted upon to approve the Minutes of the June 7, 2013 meeting. Judge Asberry abstained.

**C. Director's Report**

See attached director's report.

**D. Library Closure for Staff Retreat**

Staff retreat will be held in October, specific date is yet to be determined. Victoria will send out an email to the Board to pick a date when Board members will be able to attend the "Staff Appreciation/Service Recognition" luncheon.

**E. Right of Entry Agreement with the County.**

The Board does not agree with the term of the ROE agreement. The Board does not want the term to be tied to the County's Remodeling Project. The term needs to be changed to a month-to-month lease, with 30 days written notice to terminate.

**F. Motion to accept Financial Report for May 2013 and June 2013.**

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

**III. CLOSED SESSION**

At 12:55 pm, Judge Levine announced that the Board would go into Closed Session for:

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

- **Motion to retain John Boyd of Thompson & Colgate to review the real property exchange agreement and advise the Board.**

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

**B. Public Employee Discipline/Dismissal/Release**

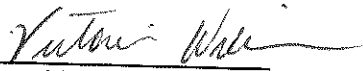
Director will consult with County Counsel and report to the Board at its next meeting.


**C. Reconvene to Open Session**

At 1:55 pm, Judge Levine 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, August 2, 2013. There being no further business to come before the Board, the general meeting was adjourned at 1:55 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  
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**Indio Branch**  
46-900A Monroe Street  
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**Temecula Law Resource Center**  
Temecula Public Library  
30600 Pauba Road  
Temecula, CA 92592  
t: (951) 693-8900

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Director's Report  
Friday, July 19, 2013

**1. Cost-estimate for maintenance and repairs**

Jason Adams of Tilden Coil had 6 sub-contractors come to the library to do a walk-thru and inspection of the law library building, identify maintenance issues that can be fixed now with cost-estimates including those we can expect to spend on maintenance of the building over the years. A walk-thru of at the "Base Building Systems" was done with the County Bldg. Services Engineer. Jason suggested to have the walk-thru of the 2<sup>nd</sup> & 3<sup>rd</sup> floors done with the original contractor who did the remodel project.

We did a walk-thru of the 2<sup>nd</sup> & 3<sup>rd</sup> floors with the original contractor. Matthew of Tilden Coil made notes of bldg. maintenance issues: cracked ceiling tiles, peeling of wall covering along the hall ways, plumbing issues with the kitchen sink, and gaps in the windows that were not sealed. A walk-thru inspection of the roofing, HVAC, and elevator will be arranged next week.

**2. 4049 Main Street Property**

The 4049 Main Street unit had to be re-keyed because there was no key for me to get in and show the unit to Robert Mekikyan of AWI Builders who was interested in leasing it as a temporary construction office. He determined that it will be too costly for him to do so and decided not to lease it.

**3. Website Redesign Project**

Daisy, Betsy and I met with Derek Anderson of Biztek Solutions to begin work on completely redesigning the law library website. We discussed a few styles and layout we like, the overall structure and specific content categories that it should include, and to make sure that our website has a clean, sharp look and feel, intuitive and easy to navigate and find information about the law library, its resources and services.

**4. Staff work space reconfiguration/furniture**

Diane Strohm of Agati Furniture and Paul Marzullo of GM Business Interiors will present proposal for a new furniture set-up for staff offices to accommodate the sharing of an office by two or three employees.

**5. Prepping for FYE June 30, 2013 Audit**

AAD's engaged services for the law library from here on will include reviewing bank reconciliations prepared by Sharon from Feb. 1, 2013 through June 30, 2013, and identify any necessary adjustments, preparing Forms 1099 & related transmittals, and periodically, consulting with them to discuss our accounting records and assist in planning as requested by us. AAD will not be preparing a compilation report. Christensen & DeGood will assist us in preparing year-end work papers for the FY 2012-2013.

**6. Actuarial of Post-Retirement Medical Benefits**

Marvin Paul of Accounting & Financial Consulting will be preparing the Actuarial Valuation of Post-Retirement Medical Benefits.

**7. Programs Held in June**

7 Family Law Workshops w/ 76 attendees; 1 small claims clinic w/ 2 attendees; 3 Legal Research Classes: "How to Conduct a Cal. Legislative Intent" and "Find & Use Primary Authority" w/ 7 attendees; 6 Proctored Exams; and 1 Library Tour for Cal. Baptist.

8. *Bret & I attended the AALL Conference in Seattle. Bret & I will present highlights of what we've learned at the conference and share it with the staff at our next staff meeting.*

*I attended the program "Top Trends Reshaping the Legal Industry: How can Law Librarians Make an Impact. Monica Bay, Editor-In-Chief of Legal Technology News and Casey Flaherty of Kia Motors America, Inc. gave a review of top trends including alternative fee arrangements & legal process outsourcing.*

*I also attended the program on "Public Law Libraries in the 21<sup>st</sup> Century: An Opportunity to Rethink, Reinvigorate and Redesign." The Panel of speakers included law library director of Sacramento County & Cook County who talked about their Self-Help Law Centers and offered best practices in collaborating with other public agencies.*

9. *Mahum Shere, our new volunteer started working for us on Tuesday. She'll be helping at the reference desk and working closely with Daisy on a few special projects, such as developing new Legal research/MCLE classes & creating video tutorials and content for our YouTube channel.*