

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

PRESENT

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

GUEST -

John Boyd, Esq.
(conference call)

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 3:50 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 December 6, 2013 meeting.

B. Minutes of November 1, 2013 Meeting

It was moved by Joe Myers, seconded by Bud Miller, and voted upon to approve the Minutes of the October 4, 2013 meeting.

C. Director's Report

1. Informal "pre-negotiation" meeting with SEIU Local 721

We started negotiating for a one-year extension of the 2013-2014 MOU instead of a full 3-year MOU with a provision that we will continue to work with SEIU to create a full MOU that incorporate a mutually agreed policies and procedures including an implementation plan to properly classify all employees with designated salary ranges based on the biennial AALL salary survey (in lieu of a classification and compensation study).

2. Staff

We gave Mike written notice about his leave options and responsibilities including reasonable accommodation under ADA/FEHA and disability retirement under CalPERS. Mike filed a request for ADA/FEHA accommodation and a 2nd FMLA. Mike does not meet one of the eligibility criteria for FMLA leave, i.e. *must work at a location where 50 or more employees are employed by the Law Library within 75 miles of their worksite.*

Beverly has been out ill since Sept. 24. We mailed her a letter notifying her about her leave options and responsibilities including the need for her to complete a medical leave of absence and medical certification form.

Mahum Shere, formerly a part-time library assistant in Riverside, now works as a full time library assistant in Indio. She started in Indio on Dec. 2.

Efren Nava started working in Temecula on November 12 as temporary part-time library assistant to fill in for Beverly.

Daisy will be out on disability. We will be hiring a temporary employee to fill in while she is out on disability.

3. Programs Held in November

5 Family Law Workshops w/ 60 attendees; 1 small claims clinic w/ 5 attendees; 3 Legal Research 101 Series class (Riverside (3), Indio (3), Temecula (8) attendees); 2 Proctored Exams; and 2 library tours: in Riverside for UCR Ext. class and in Indio for Jeff Heseltine's class of home-schooled kids ranging from 8th grade through senior high school.

4. Annual Report 2012-2013

Victoria will email an electronic copy of the annual report to the Board for their comments and suggestions.

D. Motion to authorize the Director to consult Terry Bridges on Personnel Issues

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

E. Motion to authorize Judge Levine to sign the Director's Employment Contract

It was moved by Bob Dunn, seconded by Bud Miller, voted upon, and motion carried.

F. Personnel Manual Revision

Victoria and Betsy are working on the personnel manual. Once the final draft is completed, we will have Terry Bridges review it before it is submitted to the Board for approval. Copies of a new performance evaluation form and goals sheet, employee job descriptions and salary ranges for all positions were distributed to the Board members.

G. Motion to accept Financial Report for November 2013

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

III. CLOSED SESSION

At 3:50 p.m., Judge Levine announced that the Board would go into Closed Session for:

A. Conference with Real Property Negotiators.

The agreement is pretty much done except for two issues: clarification of the lease and maintenance issues and the cost to release the bond financing on the property. John Boyd gave his recommendations on how best to address these issues. A copy of the original Joint Powers Agreements (1969) is missing from the Prelim Title Report packet sent by the County. John will provide the Board with a copy of the 1969 Joint Powers Agreement.

B. Conference with Labor Negotiators.

A tentative agreement proposed by SEIU was presented to the Board. The proposed MOU includes a 3% wage increase, \$50 per month increase in employer contribution for medical health insurance, parity and agency shop provisions. Board suggested spelling out how much the cost sharing portion for the law library and for the employee. Need to clarify how the agency service fee is calculated. Negotiation continues.

C. Reconvene to Open Session

At 4:40 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, December 6, 2013 at 3:30 pm. There being no further business to come before the Board, the general meeting was adjourned at 5:00 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



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