

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
December 11, 2015**

PRESENT

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

ABSENT

Joe Peter Myers, Esq.  
Hon. L. Jackson Lucky

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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 Vice-President Robert Dunn at 12:27 pm.

**II. REGULAR SESSION**

**A. Acceptance of Agenda**

It was moved by Bud Miller, seconded by Judge Asberry, and unanimously voted upon to accept the Agenda for the December 11, 2015 meeting.

**B. Minutes of November 13, 2015 Regular Meeting**

Approval of the November 13, 2015 regular meeting minutes was moved by Bud Miller, seconded by Judge Trask, voted upon and motion carried. Judge Asberry abstained.

**C. Minutes of December 4, 2015 Special Meeting**

Approval of the December 4, 2015 special meeting minutes was moved by Judge Asberry, seconded by Bud Miller, voted upon and motion carried.

**D. Acceptance of the November 2015 Financial Report**

Approval of the November 2015 Financial Report was moved by Bud Miller, seconded by Judge Asberry, voted upon and motion carried.

Vice-President Bob Dunn pointed out that the financial report shows that the library has been running on a deficit. He suggested that the Board review the percentage distribution of the filing fee income to the general and building fund and add this item to the next month's meeting agenda.

**E. Director's Report:**

- Staff Annual Retreat rescheduled for Friday, February 19, 2016 to be held in the Indio Branch, 9am to 3pm. Topic is *Cultural Intelligence & Conflicts Management*.
- The two new part-time library assistants in Riverside: Willa & Chirag started on November 30. The two part-time library assistants in Indio resigned: Nicholas' last day was November 24 and Jennifer's last day was December 2. Daisy, the Community Engagement & Digital Services Librarian resigned and her last day is December 24. She has accepted an offer to work for the City of Ontario Public Library as Youth Services Librarian in charge of its early literacy program.
- The library is participating in the *California Heritage Protection Project*, which is a project on developing and implementing a pilot disaster preparedness program for libraries, museums and other cultural & historical collections in partnership with the Riverside County first responders and emergency services.

- Julie of Christensen & DeGood conducted the audit for FY2014-2015 and plans to present the report to the Board at next month's meeting. She still has to do additional testing related to MyCalPERS online account.
- Communicated the Board's decision to CAP Riverside regarding the use of space in the Indio branch. CAP sent its draft MOU and awaits final word from Brenda.
- The State Compensation Insurance Fund (SCIF) sent a refund check made payable to Victor Miceli Law Library which the library could not deposit to the Library checking account. SCIF need a letter of authorization from Board President with a copy of the meeting minutes showing authorization from the Board to remove the DBA name Victor Miceli Law Library in library's policy account records before it can start issuing checks made payable to the legal name Riverside County Law Library.

Motion to authorize removal of the DBA name Victor Miceli Law Library in the library's SCIF policy records was moved by Judge Trask, seconded by Robert Dunn, voted upon and motion carried.

**F. Ratification of 2015-2018 MOU with SEIU**

Motion to ratify the 2015-2018 MOU with SEIU was made by Vice-President Robert Dunn, seconded by Bud Miller, voted upon and motion carried.

**G. Approval of Collection Development Policy**

Approval of the Collection Development Policy was deferred to the Director by the Board.

**III. Closed Session**

At 12:56 p.m. President Michele Levine announced that the Board would go into closed session for:

**A. Conference With Real Property Negotiator**

Nothing to report re sublease.

**B. Conference With Labor Negotiator**

Victoria reported Counsel's opinion regarding the suggested language change in the second paragraph of the security clause article.

**C. Reconvene to Open Session**

At 1:40 pm, President Michele Levine reconvened with nothing to report to open session.

**IV. ADJOURNMENT / NEXT MEETING**

The next scheduled meeting of the Board of Law Library Trustees on Friday, January 8, 2016 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:44 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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