

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
February 5, 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/Librarian

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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 12:24 pm.

**II. REGULAR SESSION**

**A. Acceptance of Agenda**

It was moved by Judge Asberry, seconded by Bud Miller, and unanimously voted upon to accept the Agenda for the February 5, 2016 meeting.

**B. Minutes of January 8, 2016 Regular Meeting**

Approval of the January 8, 2016 regular meeting minutes was moved by Bud Miller, seconded by Joe Myers, voted upon and motion carried.

**C. Statement of Economic Interest (Form 700)**

Judge Levine reminded Board members to have their Form 700 completed, signed and submitted to Victoria to be filed by the April 1<sup>st</sup> deadline.

**D. Director's Report:**

- January programs: 4 Family Law Workshops w/ 46 attendees; a Small Claims Clinic w/ 2 attendees; Legal Research class in Riverside with 5 attendees; 1 MCLE class on Legal Research 102 in Indio w/ 12 attendees.
- Staff: Bret participated as a presenter in RCBA's Bridge the Gap program held on January 29<sup>th</sup> which had 32 attendees; there are 14 applicants for the User Experience Librarian position and 3 very good candidates will be brought in for interview; Mariah will be taking 12 weeks of pregnancy leave to start in July. Two temporary employment agencies were contacted to look into possibly filling the position. As suggested by the Board, Betsy, a retired employee will be contacted regarding the possibility of filling in for Mariah while she's on leave.
- Facilities: The water bill in the last two months went up by 436% due to water tapping by a homeless person. Gilbert Montanez recommended putting a cage around the water pipe located outside the building. A request to expedite the work order was placed. Board suggested to contact an outside company to do this and to contact Alliant if this is covered in our insurance; Michael Persaud at County HR Safety Division conducted an environmental air quality assessment survey in the technical services office on Thursday, February 4, and a written report to follow.
- Patron complaint: On Jan. 28, a patron in Indio complained of receiving an electrical shock while sitting at a study carrel that has a power outlet connected to the building's electrical system. County Bldg. Engineer came in that day to

check it but had nothing to report. Theresa filed a patron incident report documenting what happened that day.

**E. Victor Miceli Law Library Parking Lot**

The Board accepted the draft notice letter to the Pritchard Bldg. property manager and suggested to add an offer of \$10.00 reduced price for annual parking fee. Victoria will follow up with John Boyd on drafting the contract between the law library and Dynamic Towing Company.

**F. Acceptance of the January 2016 Financial Report**

Acceptance of the January 2016 Financial Report was moved by Robert Dunn, seconded by Judge Asberry, voted upon and motion carried.

**III. Closed Session**

At 12:58 p.m. President Michele Levine announced that the Board would go into closed session for:

**A. Conference With Real Property Negotiator**

No new developments to discuss re sublease of the library space in Indio.

**B. Conference With Labor Negotiator**

Victoria reported on the labor counsel's opinion regarding the proposed changes to the grievance procedures. Joe Myers suggested to present to the union the idea of having a pre-arbitration mediation and try to resolve the dispute before submitting it to advisory arbitration.


**C. Reconvene to Open Session**

At 1:13 pm, President Michele Levine reconvened with nothing to report to open session.

**IV. ADJOURNMENT / NEXT MEETING**

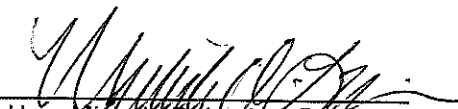
The next scheduled meeting of the Board of Law Library Trustees on Friday, March 4, 2016 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:20 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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