

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
January 16, 2015**

**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. Jackson Lucky  
Victoria Williamson, Secretary/Librarian

---

**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 12:35 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 January 16, 2015 meeting.

**B. Minutes of December 12, 2014 Regular Meeting**

Approval of the December 12, 2014 meeting minutes was moved by Judge Trask, seconded by Judge Asberry, voted upon and motion carried. Judge Lucky abstained.

**C. Director's Report:**

- December programs: 3 Family Law Workshops w/ 19 attendees; 2 proctored exams; 1 Legal Research 101 class w/ 5 attendees; 5 MCLE classes: *Legal Research 102* in Riverside, *Legal Ethics & a popular sitcom about nothing* in Temecula; *How to Have an Effective Mediation* in Indio w/ 69 combined total number of attendees.
- Received 10 applications for the Technical Services Librarian position and 8 candidates were interviewed. The top 3 were brought in for a 2<sup>nd</sup> interview to meet with staff.
- Retirement lunch reception for Betsy is set for Wednesday, March 11 from 12 noon to 3pm in the Victor Miceli Law Library.
- Meeting w/ SEIU resumed discussion on the revised draft personnel manual and ERR.
- SCALL 43<sup>rd</sup> Annual Institute theme is *Thriving in the Network Economy*; sessions include a keynote on new challenges to the legal profession, new challenges & solutions on how to build your institutional network, use of social media in litigation, competitive intelligence and in promoting the library, and best practices in social media policies.
- Received 23 rsvps so far for the VIP Dinner in the Riverside Historic Courthouse and 14 registered so far for the Courthouse tour that Judge Trask will be giving to Institute attendees.
- County met with potential bidders for the move to the new county law bldg. on Dec. 22.
- We got a cost-estimate of \$9800 from American Relocation & Logistics for the library move.
- Targeted move-in dates given by the County is Feb. 12 – Feb. 16. We plan to close the library the week of the Feb. 9<sup>th</sup> & Feb. 16<sup>th</sup>.
- Recommended to extend the law library hours in the new space in Indio, to stay open until 5pm Monday to Friday.

**D. Sublease for the new Law Library space in Indio**

President Levine announced that the Board will not go into closed session for the discussion of the sublease. President Levine reported that the meeting with the County went well and ended on a positive note. The County will be contacting John Boyd to draft the sublease to reflect the agreement that the law library will be provided with a space in the new county law building in Indio at a cost of no more than \$1 in consideration for the costs of providing law library services including professional staff, collection of legal materials, and computers. Steve Gilbert will submit the sublease agreement for approval at the next Board of Supervisors meeting.

**E. Motion to grant pre-approval from the Board to sign the sublease agreement pursuant to what has been discussed and agreed upon at the meeting with the County.**

It was moved by Judge Trask, seconded by Bud Miller, voted upon and was carried unanimously.

**F. Use of Indio Law Library for CDTA's Spring 2015 class**


CDTA can continue to use the Indio law library under the same terms set in the MOU for the temporary space. Victoria will alert CDTA that the library is in the process of negotiating a sublease agreement with the County. Victoria will verify to see if CDTA has insurance.

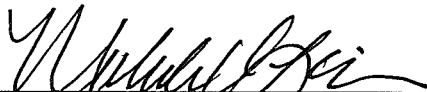
**G. Motion to accept December 2014 Financial Report**

It was moved by Joe Meyers, seconded by Judge Asberry, voted upon and motion carried. Judge Trask abstained. Need explanation on the "undesignated balance" item line in the financial report for next meeting.

**III. ADJOURNMENT / NEXT MEETING**

The next scheduled meeting of the Board of Law Library Trustees on Friday, February 6, 2015 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:35 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