

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
December 2, 2016**

PRESENT

Hon. Michele Levine, President  
Robert Dunn, Esq. Vice-President  
W.W. (Bud) Miller  
Joe Peter Myers, Esq.  
Hon. Irma Asberry  
Victoria Williamson, Secretary

ABSENT

Hon. Gloria Trask  
Hon. L. Jackson Lucky IV

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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 12:20 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Acceptance of December 2, 2016 Meeting Agenda**

It was moved by Joe Myers, seconded by Bud Miller, and unanimously voted upon to accept the agenda for the December 2, 2016 meeting.

**B. Minutes of October 7, 2016 Regular Meeting**

Approval of the October 7, 2016 regular meeting minutes with an understanding that the Board President will write to Dawn Reynolds at RPD informing her that the law library is not delegating "general authorization" to tow cars under the Cal. Vehicle Code §22658 (l) (1) (E) (i) was moved by Robert Dunn, seconded by Bud Miller, voted upon and motion carried.

**C. Director's Report**

- October & November: 5 Family Law Workshops w/ 63 attendees; 2 Small Claims Clinic w/ 6 attendees; 2 Legal Research classes w/ 10 attendees. Library tour with 20 students from UCR Ext. Paralegal program. Free Legal Clinic held on October 27 in Temecula with 12 volunteer attorneys & 47 patrons.
- Johnny has been on disability since September and the latest note from his doctor stated that he will be able to go back to work 1/9/2017. When Victoria called him to ask if he feels confident that he will be able to go back to work in January, he can't say yes or no for sure. Victoria will be mailing him a letter notifying him that the library will be hiring a temporary library assistant to cover his hours and require him to notify the library two weeks in advance when he will be returning to work and to provide a medical release statement from his doctor prior to returning to work.
- Victoria recommended that a list of substitute employees be created so that the library will have someone to call upon to work and cover for unexpected absences. The substitute employees are not guaranteed a certain number of hours per week and work only on a temporary basis. The Board agreed and authorized the hiring of substitute employees
- Staff Holiday Party is set for December 16, at 7pm at Tommy Bahama Restaurant in Palm Desert.
- Victoria emailed Kate Albertus, Judicial Council's Real Estate & Facilities Management, Portfolio Admin. Analyst, regarding the lease which is expiring in Oct. 2017 and awaiting to hear back from either her or Eunice Calvert-Banks, the Judicial Council Real Estate Manager.

**D. Board Retreat Debrief**

Board President Levine commented positively about the Board Retreat and wants it to be held annually. She appreciated learning about construction project management from the perspective of a county government and private construction firm. She also suggested to have Bret focus his community outreach efforts to teaching classes to the underserved segments of the community such as people who only speak Spanish and people with disabilities. The Board agrees that the library should be charging for its

MCLE classes and has asked that Bret submit a written report on how much the library should be charging for MCLE classes and proposed MCLE programs to be approved by the Director.

**E. Fund in Riverside Arts Museum & Library Renovation**

The Board agreed to keep its account with RAM for purchasing art pieces for the planned remodeled library. The Board also agreed to get the library renovation project started soon and to have a sub-committee consisting of President Levine, Joe Myers, Judge Trask, Victoria and a staff member to work on this project. Victoria will arrange the meeting of the sub-committee to begin the project. The Board has asked to have Alex report on the space configuration needs for books and computers in the library. Robert Dunn suggested that the renovation be done in phases instead of doing it all at once considering the library's current finances, the continuing decrease in filing fee revenue and continuing increase in cost of maintaining law library materials.

**F. Acceptance of Annual Report 2015-2016**

Motion to accept the 2015-2016 Annual Report was moved by Joe Myers, seconded by Bud Miller, voted upon and motion carried.

**G. RFPs for Auditing Services**

Two CPA firms: Vicenti, Lloyd & Stutzman, LLP and Eadie & Payne submitted their proposals. Vicenti is a larger firm than Eadie & Payne and charges at higher hourly rate than Eadie and Payne. Both have government regulatory experience. Eadie & Payne has done the audit for San Bernardino County Law Library for 15 years. The Board authorized Victoria to negotiate a discounted initial sign-up fee with Eadie & Payne and report back to the Board.

**H. Acceptance of the October 2016 & November 2016 Financial Reports**

Acceptance of the October 2016 & November 2016 Financial Reports was moved by Robert Dunn, seconded by Judge Asberry, voted upon and motion carried.

**IV. Closed Session**


**A.** At 1:32 pm President Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

**B.** At 1:44 pm President Levine reconvene to open session with nothing to report.

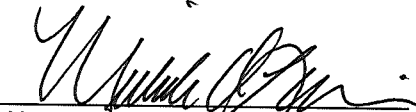
**V. ADJOURNMENT / NEXT MEETING**

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, January 13, 2016 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:00 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