

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
August 2, 2013**

PRESENT

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

GUESTS

Jason Adams  
Matthew Graham

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**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 12:10 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 August 2, 2013 meeting.

**B. Minutes of July 19, 2013 Meeting**

It was moved by Judge Trask, seconded by Bud Miller, and voted upon to approve the Minutes of the July 19, 2013 meeting. Judge Field abstained.

**C. Director's Report**

▪ **Law Library Bldg. Walk-Thru Update**

Jason Adams and Matthew Graham of Tilden Coil presented the results of the walk-through inspections of the law library building. They pointed out various issues with the building as listed in their report including plumbing, HVAC, electrical, flooring, drywall and paint, roofing, windows, and the 2<sup>nd</sup> and 3<sup>rd</sup> floor space. Some pricing were included in the report as an attachment. The major issues identified are ADA compliance issues such as the set-up of the water closet, missing faucet handle of lavatory sink, staff restroom not ADA accessible, etc. While a change in ownership of the building will not trigger to make ADA compliant changes, any remodeling or renovation beyond cosmetic changes will trigger to make these changes. Jason will write up a package listing the building issues in the 2<sup>nd</sup> & 3<sup>rd</sup> floor space that need to be fixed and are under warranty by the original contractor that did the work on the remodeling. A request to fix these issues will need to be made to Angeles Contractor through the County before the warranty expires (September). Jason will send the package to Victoria or Bob so a request to the County can be made to fix those issues that are still under warranty.

▪ **ROE Agreement re 4053 Main St. Property**

Director met with Todd, AWI Builders' who reported that they started work on prepping the unit to use as a temporary construction office. They cleaned, fixed and secured the unit to protect the property. The County changed the term of the ROE agreement for a portion of the 4053 Main Street unit, to month to month and with 30 days written notice to terminate by either party.

▪ **3-Year Audit Proposal**

Christensen & DeGood submitted a 3-year proposal to do our Audit beginning with FYE, 2013 for \$11,000; FYE 2014 for \$11,500; and FYE 2015 for \$12,000. The Board

expressed concern about the price and does not want a 3 year contract. The Board has authorized to sign a one year contract only and will put it out to bid for next year.

▪ **Actuarial Report FYE June 30, 2013**

Marv Paull presented the actuarial report of post-retirement medical benefits and calculated the various financial items needed for GASB 45 reporting and disclosure as follows:

- Annual Required Contribution EOY: \$33,759
- OPEB Expense EOY: \$37,526
- Net OPEB Obligation EOY: \$108,183

The Board has to decide whether or not to set up a separate fund for the library's OPEB. Director will invite Marv Paull to present his report to the Board at the September 6 meeting.

▪ **Staff retreat will be held on September 27.**

▪ **Programs Held in June**

5 Family Law Workshops w/ 83 attendees; 1 small claims clinic w/ 14 attendees; 3 Legal Research Classes: "Best Legal Workshop You'll Ever Attend" and "Find & Use Primary Authority" w/ 13 attendees in Riverside, 6 attendees each in Indio & Temecula; 1 Proctored Exam; and 2 Library Tours: for UCR extension paralegal program and the Grand Jury. Cal. Southern Law School classes held 2 nights a week.

▪ **Part-time library assistant job openings in Indio & Riverside**

We'll need to hire additional part-time staff to add to our pool of library assistants to cover for unexpected absences.

▪ **Building Maintenance Service Request Report**

We started to keep a log of County Facilities Maintenance work-order request calls we make each month. The log will tell us the type of maintenance work that need to be done, the number of calls we make each month, and when available, the cost to do the work.

**D. Motion to allow Judge Levine to sign the Right of Entry permit for the County to use a portion of the 4053 Main Street unit, not as a gift but as an act of goodwill to the County and to protect the property**

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

**E. Motion to accept Financial Report for July 2013.**

It was moved by Judge Field, seconded by Bob Dunn, voted upon, and motion carried.

**III. CLOSED SESSION**

At 1:28 pm, Judge Levine announced that the Board would go into Closed Session for:

**A. Conference with Real Property Negotiators.**

Victoria will provide the documents requested by John Boyd and to let him know to go ahead.

**B. Public Employee Discipline/Dismissal/Release**

The County Counsel does not handle HR law. She said that the County HR no longer has an HR lawyer on staff and instead outsources it. She gave me names of HR attorneys that the County uses: Dan Spradling, Joe Ortiz, Ed Zappia, and Cynthia Germano.

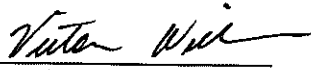
Joe Myers will talk to Richard Roth.

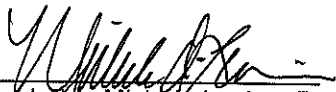
**C. Reconvene to Open Session**

At 1:35 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, September 6, 2013 at 3:30 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:55 pm.

MINUTES:   
Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:   
Judge Michèle Levine, President  
Riverside County Board of  
Law Library Trustees