

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
March 7, 2014**

PRESENT

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

GUEST -

John Boyd, Esq.
Julie Hartwigsen, CPA

ABSENT

Hon. Charlie Field

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 12:18 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 March 7, 2014 meeting.

B. Minutes of February 7, 2014 Meeting

It was moved by Judge Trask, seconded by Bud Miller, Joe Myers abstained, and voted upon to approve the Minutes of the February 7 meeting.

C. Election of Officers

Election of Officers is postponed to next month's meeting. Judge Levine has spoken to Judge Otis Sterling to fill the seat vacated by Judge Randall White who is retiring and Bob Dunn will continue to sit on the Board as his representative.

D. Auditor's Report

There were 23 adjustments made as a result of material misstatements detected during the audit. The misstatements were made due to a misunderstanding of accounting and governmental accounting. For example, the \$233,333 was posted into the general fund which should be posted into the capital outlay fund. This amount was actually deposited into the capital outlay fund County cash account. There were also deficiencies in the internal control over financial reporting, big enough to be misleading but none of them is within the library's control to have been able to discover it. The auditor recommended that the library retains a CPA with governmental accounting expertise to assist with the financial reporting. The bookkeeper doesn't possess the skills of accounting and governmental accounting sufficient to properly apply generally accepted accounting principles to help prepare for the audit. The auditor found \$50K charges to the library posted on the County prepared general ledger which was too much for County support services. Percentage wise, nothing changed significantly in assets. Revenue from court fees continue to decline, and rental income decreased which resulted in \$308K drop in total revenue. Expenses increased by \$206K which included the COLA for the staff, three new librarians hired during the period, recruiting firm hired to conduct search for a new director, and AAD hired to do the compilation report. New GASB Statement No. 63 was issued which changed the term net assets to net position. Throughout the financial statements, the term net position is used. New GASB Statement No. 68 was issued relating to PERS which takes effect June 30, 2015. Auditor's draft report was submitted to the Board for review.

E. Director's Report:

- Memo relating to "Agency Shop" went out to all staff with attached letter from legal counsel informing them about agency shop election. An all staff meeting was held with the legal counsel allowing staff to ask questions regarding agency shop so they can make an informed decision. Management did not attend this meeting.
- Daisy is back to work on a part-time basis and past employee Olga Barrientos began work as part-time library assistant
- Had a soft launch of the newly redesigned website which includes a blog, calendar of events and links to Board meeting agenda, minutes and annual report.

- 4 Family law workshops drew 59 attendees, Bret taught legal research class to ICAP which drew 36 attendees to the library, and Victoria and Janice attended the BNI's Visitors Day Breakfast meeting and talked about the library to a group of about 35 business owners.
- Two patron incidents occurred last month; one had to be escorted out of the library by the police and later arrested for refusing to comply with the library's standard of behavior and for causing disturbance; a homeless person, who apparently was hiding in the public restroom downstairs, was found inside the library by the custodian. Request to change the door lock to the public restroom was submitted to County facilities and staff were alerted to the incident and reminded to strictly follow the established closing procedures.
- Book shelves on the mezzanine were not properly re-installed after the remodeling project was done: bottom shelves were buckled, end caps were missing and the stacks facing the wall have no lights. Requests to fix this problem were submitted to the County back in August and nothing has been done at this time.

F. Motion to accept February 2014 Financial Report

It was moved by Bob Dunn, seconded by Bud Miller, voted upon and motion carried.

III. CLOSED SESSION

A. Conference with Real Property Negotiators.

At 12:45 p.m., Judge Levine announced that the Board would go into closed session for conference with real property negotiator.

B. Reconvene to Open Session

At 12:58 pm, Judge Levine reconvened with no action taken and nothing to report to open session.

IV. ADJOURNMENT / NEXT MEETING

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, April 4, 2014 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:21 pm.

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

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