

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
April 10, 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. L. Jackson Lucky
Victoria Williamson, Secretary/Librarian

GUEST

Hon. Charles Field

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 12:30pm.

II. REGULAR SESSION

A. Acceptance of Agenda

It was moved by Judge Trask, seconded by Judge Asberry, and unanimously voted upon to accept the Agenda for the April 10, 2015 meeting.

B. Minutes of March 6, 2015 Regular Meeting

Approval of the March 6, 2015 meeting minutes was moved by Judge Trask, seconded by Bud Miller, voted upon and motion carried.

C. Director's Report:

- March programs include: 2 Family Law Workshops w/ 40 attendees; Small Claims Clinic w/ 5 attendees, 2 proctored exams; Library tour w/ 10 students from Sage College paralegal program; 5 Tax Prep. Clinics w/ 34 attendees.
- RCLL is this year's recipient of the AALL Excellence in Marketing Award – Best Campaign category for its 2014 National Library Week at the Riverside County Law Library.
- Staff: Mariah successfully completed her probation period, received a very good performance evaluation, and is also a certified QuickBooks Pro/Premier 2014 User. Mahum is receiving an AALL & SCALL grant to attend the AALL Conference in July. Bret has been appointed to serve on AALL's New Product Award Jury. Victoria will be part of the panel of speakers for the "Building Sustainable Public Library Partnerships" program at the AALL Conference in July.
- Need Board authorization to delete Betsy as Online Administrator on our Provident Bank account.
- Met w/ SEIU representative and were given SEIU Counsel's comments regarding specific sections of the revised ERR. SEIU is pushing for a written agreement to institute a system for the library to furnish SEIU with information on all employees every time a new employee is hired and when a change of work status occurs for its current employees.
- Police false alarm response report filed re patron who went into the library after 5pm on Friday, March 13, 2015 and set off the alarm. The patron claimed that the door was not locked contrary to what Johnny and Bret said.
- The City of Riverside Fire Dept. conducted their site inspection of our facility in Riverside and found we're in compliance except that we need to put an updated copy of the key in the lock box outside our building.

- Meeting with County EDA Asst. Director Tim Miller and Mark McGinnis and discussed options for law library parking lot management and enforcement services available from the County. The County doesn't think this is a viable additional source of revenue. The County is willing to work with us on figuring a way to control parking on our lot. Mr. Miller will look further to see if there is an existing agreement between the owner of the Pritchard Bldg. and the County with regard to the use of the parking spaces by the business tenants.
- Dennis Morgan, Pres. of IPA Property Management Co. was notified in writing about the change of ownership of the law library building and its adjacent parking lot and our intent to begin charging monthly parking fee to his tenants. Met with Mr. Morgan and according to him, there was no written agreement/MOU between the owner of the Pritchard Bldg. and the County regarding the parking spaces behind their Bldg.
- We're also arranging a meeting with Pacific Parking Systems, a company in Irvine who provided installation of parking meters for various cities including Arcadia, Glendora, San Diego, etc. and various colleges including RCC, College of the Desert, Caltech, and UCR.

D. Motion to remove Betsy Manouchehri as Online Administrator on the Provident Bank Account and designate the Director, Victoria Williamson and Board President, Judge Levine as Online Administrator on the Provident Bank Account.
It was moved by Judge Trask, seconded by Judge Asberry, voted upon and motion carried.

E. Motion to authorize the Director, Victoria Williamson to spend \$3,163.67 to relocate the TV Monitor in the Indio Library from its current location (library entrance).
It was moved by Bob Dunn, seconded by Judge Lucky, voted upon and motion carried

F. Motion to accept February 2015 Financial Report
It was moved by Joe Myers, seconded by Judge Lucky, voted upon and motion carried.

III. Closed Session


At 1:02 p.m. President Levine announced that the Board would go into closed session for:


- A. Conference With Real Property Negotiators**
- B. Public Employee Discipline/Dismissal/Release**
- C. Public Employee Performance Evaluation – Law Library Director**
- D. Reconvene to Open Session**

At 1:26 pm, President 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, April 10, 2015 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:45 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