

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
May 1, 2015**

PRESENT

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

ABSENT

Hon. Gloria Trask

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 12:22 pm.

II. REGULAR SESSION

A. Acceptance of Agenda

It was moved by Bud Miller, seconded by Judge Lucky, and unanimously voted upon to accept the Agenda for the May 1, 2015 meeting.

B. Minutes of April 10, 2015 Regular Meeting

Approval of the April 10, 2015 meeting minutes was moved by Judge Lucky, seconded by Bud Miller, voted upon and motion carried.

C. Director's Report:

- April programs include: 4 Family Law Workshops w/ 35 attendees; Small Claims Clinic w/ 7 attendees; 2 Tax Prep. Clinics w/ 16 attendees, and library tour w/ 12 students from UCR paralegal class. During National Library Week 3 MCLE classes w/ 81 attendees and a free legal clinic in Temecula w/ 26 attendees and in Riverside w/ 14 attendees.
- The National Library Week Art Contest winners are: Jacob Paul Gomez (9th grade), Alyssa Drake (10th grade), Nicole Wolsleger (11th grade), and Ernerto Murillo (12th grade).
- Per Legal Counsel's advise, the Cal. Supreme Court ruled that SEIU has a right to have the home phone and address of all employees, the "agreement of understanding" can be a side letter to the MOU subject to the Board approval.

D. Auditor's Report:

Auditor recommends for next year, to start the audit in October. This year, no material adjustments needed to be made and there were no extreme variants. The Library was 5% under budget which compensate for the decrease in filing fee revenue. \$40K was posted to the General Fund which should have been posted to the Building Fund. Julie will give Victoria the exact figures to correct this and have the General Fund pay it back to the Building Fund. Another item that is different from last year is the \$233,333 received from the City. GASB 68 & 71 which has to do with pensions, additional disclosures and prior year adjustments will need to be implemented this year. Victoria will forward to Julie information or report regarding GASB 68 & 71. There was a \$57K difference in the amount that was set up to pay off the CORAL loan and what was actually paid. Under the new PEPR rules, the employer is not allowed to contribute the employee portion for those hired on or after January 1, 2013. However, the Library inadvertently contributed the employee portion of the \$22,579 for all employees through Nov. 2013. This has been corrected. It is only a small portion of the \$22K. \$8K? was paid in error for those PEPR employees. Julie will look more into this and will add a statement in the report that this

has been corrected. There was a \$27K charges for County Support Services and this year a back-up for these charges was given. There is no separate letter for internal control this year.

E. April 2015 Financial Report

Victoria presented this month's financial report in a new format: a Profit & Loss YTD comparison and a Balance Sheet w/ Previous year comparison. Joe Myers suggested using the term gross revenue instead gross profit considering the Law Library is not a for profit organization. Also, use the term Income & Expense rather than Profit & Loss in the title header.

III. Closed Session


At 12:59 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 1:19 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, June 12, 2015 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:19 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