

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
January 8, 2016**

PRESENT

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

ABSENT

Hon. L. Jackson Lucky

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 12:28 pm.

II. REGULAR SESSION

A. Acceptance of Agenda

It was moved by Judge Trask, seconded by Bud Miller, and unanimously voted upon to accept the Agenda for the January 8, 2016 meeting.

B. Minutes of December 11, 2015 Regular Meeting

Approval of the December 11, 2015 regular meeting minutes was moved by Judge Trask, seconded by Judge Asberry, voted upon and motion carried.

C. Motion to amend Board Bylaws Article IV

Motion to amend Board Bylaws Article IV, changing back the Board Meeting to 1st Friday of the month was made by Robert Dunn, seconded by Joe Myers, voted upon and motion carried.

D. Director's Report:

- December Programs: 3 Family Law Workshops w/ 33 attendees; 1 Legal Research class in Riverside with 5 attendees; 3 MCLE class on Legal Research 102 w/ 30 attendees. The same MCLE class is scheduled on Saturday in Indio with 12 attorneys registered so far.
- New part-time library assistant in Indio, Victor Landa started on Thursday. He is a first year law student at California Desert Trial Academy. We have two new volunteers: Edrina Mendez started on Jan. 6 in Indio and Faith Patterson will start on Jan. 12 in Riverside. Our volunteer Ming Lu is coming back to work in Temecula.
- We received only 2 applicants for the position of Community Engagement & Digital Services Librarian. Instead of hiring someone for the Community Engagement & Digital Services Librarian, a nationwide search for a User Experience Librarian is recommended. This newly created position will be responsible for overseeing the day to day operation of the information services desk in Riverside, maintaining the website, publishing the eNews, and developing and implementing user-centered programs and services. This is a Librarian level II position with supervisory responsibilities.

E. Victor Miceli Law Library Parking Lot

Victoria will follow up with John Boyd re letter to the Pritchard Building tenants informing them of the change in ownership of the parking lot and the \$60 monthly parking fee.

F. General & Building Fund Percentage Allocation

The financial report of the last several months' show that the library has been running on a deficit, the Board discussed the need to change the percentage distribution of the filing fee income to the general fund and building fund. Robert Dunn moved to allocate 100% of the court filing fee income to the general fund for the next six months. Motion was seconded by Judge Asberry, unanimously voted upon and motion carried.

G. Acceptance of the December 2015 Financial Report

Approval of the December 2015 Financial Report was moved by Robert Dunn, seconded by Judge Trask, voted upon and motion carried.

III. Closed Session

At 12:58 p.m. President Michele Levine announced that the Board would go into closed session for:

A. Conference With Real Property Negotiator

Judge Levine distributed to Board members a copy of the letter sent to the County on December 31, 2014 regarding sublease of the law library space in the new county law building in Indio.

B. Conference With Labor Negotiator

Victoria will ask Labor counsel's opinion in regards to changing the grievance procedures from a 3-step to 2-step process, deleting the County Personnel Director's review of the Law Librarian decision and whether the final resolution be subject to advisory vs. binding arbitration.

C. Reconvene to Open Session

At 1:13 pm, President Michele 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, February 5, 2016 at 12:15 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:33 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