

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
August 4, 2017**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Esq. Vice-President
Joe Peter Myers, Esq.
Hon. Gloria Trask
Hon. Irma Asberry
Victoria Williamson, Secretary

ABSENT

W.W. (Bud) Miller
Hon. L. Jackson Lucky IV

I. CALL TO ORDER

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees, was called to order by President Michele Levine at 12:33 pm.

II. NO PUBLIC COMMENT

III. REGULAR SESSION

A. Acceptance of August 4, 2017 Meeting Agenda

It was moved by Joe Myers, seconded by Judge Trask and was unanimously voted upon to accept the agenda for the August 4, 2017 meeting.

B. Approval of Minutes of July 7, 2017 Regular Meeting

Approval of the July 7, 2017 regular meeting minutes was moved by Judge Trask, seconded by Robert Dunn, voted upon and motion carried.

C. Board Meeting, Attendance & Participation

Board President Michele Levine discussed the need for judges serving on the board to be able to attend and spend as much time as necessary to discuss library business matters during board meetings. The judges agreed that starting September, they will "go dark" on the first Friday of the month to allow their full participation in meetings, which oftentimes last for more than an hour. Judge Levine will meet with Bud Miller and discuss the possibility of extending him the honor of Law Library Trustee Emeritus. She will also write a recommendation letter to John Tavaglione, Chair of the County Board of Supervisor to have John Boyd serve as trustee with a completed Form II attached to be submitted to the County Board of Supervisor for approval.

D. Board Meeting in Indio

Robert Dunn pointed out that the board has not held its meeting in Indio in a long time. He commented that it would be a good idea to hold a meeting there at least once a year as it has done in past years which would also give those who haven't had the opportunity to visit the law library in its "new" facility in the County Law Building to do so. The trustees agreed to hold the meeting at 4 pm, followed by dinner reception at 6pm in the Indio branch sometime in April 2018. Plans will be made to invite the presiding judge and local government officials in Indio.

E. Library Renovation Project – Progress Report

A master program chart was completed and provided to the Architect. The committee went through the list of individual and group spaces, function/s, feature/s, requirement/s for location/adjacencies of spaces, technical requirements, etc. identified in the program chart. At the July 28 meeting, the committee agreed to have the Architect proceed to draw conceptual designs for the renovation based on the master program chart. The next meeting is scheduled for August 18.

F. Director's Report

- July Programs: 3 Family Law Workshops w/ 30 attendees; Legal Research 101 class w/ 2 attendees; 3 library tours with students from UCR Ext. paralegal program and the Grand Jury with 60 combined total number of participants; Lawyers in the Library program in Indio had 5 attendees. The "Elder Abuse: Signs, Facts & Solutions" held in Temecula on July 26 had 12 attendees. Jeff Nickerson and Amy Fisher discussed various forms of elder abuse such as financial, emotional, and sexual. This program received positive reviews from attendees.

- Staff: We are conducting interviews for a part-time library assistant for Riverside to fill the position that Yvette Patino left vacant. We have two candidates: Domonique Abrantes, a former intern and Karla Aparicio, one of the substitute library assistants. Performance review of Alex Valdivia was completed this month. Efrén participated as a speaker in the “Alternatives to the Law” program held on July 25 by the Summer Legal Scholars in Temecula. The program is designed for undergraduate students interested in the law to learn about alternative careers for people with law degree. This year’s panel of speakers included a professor, city clerk, high school career counselor, insurance representative and law library assistant. There were 37 participants.
- Victoria and Bret attended the 2017 AALL Conference held in Austin, Texas. Highlights from the conference included a session on “Law Library as a Technology Laboratory” which included a discussion on how law libraries can meet the ABA standard requirement for them to stay informed on and implement technological & other developments affecting the way they support their institution’s legal education programs and “Straight Talk About Legal Technology Training” which provided librarians with tips and tricks that they can use to design self-directed, self-based technology development plans to make training efforts more effective and increase user adoption of technology in their libraries.

President Levine talked about the Oklahoma University’s Law Digital Initiative video. The video showed how OU incorporated the use of legal technology tools in the design of its recently renovated law library. She asked Victoria to send the video to the other members of the board.

- A comparison chart listing the essential duties of the three professional staff members and administrative assistant, as well as a Business Manager’s job description was provided to the trustees.

President Levine suggested that the board review the chart and keep it for future consideration.

- President Levine, VP Dunn and Victoria met with Steve Gilbert and discussed a resolution of the County facility maintenance service invoice issue. The corrected invoice amount of \$26,721.25 for law library building maintenance service for fiscal year 2016-2017 has been approved for payment. Steve will research the question regarding the County’s continuing obligation to provide maintenance service to the AOC tenants pursuant to the lease agreement between County and AOC.
- Law Library received notice from the Judicial County of California that it is extending the lease term to an additional five years (Nov. 1, 2017 to Oct. 31, 2022), with 3% increases annually.

Victoria will contact Steve Gilbert to inform him that AOC has extended the lease term to 5 years and follow up on the question of the County’s maintenance service obligation under the lease contract.

G. Parking Lot Signage

Law library will put up a “Parking Space Available for \$60 a month” signage in the parking lot.

Judge Trask suggested to reach out to the HR Department of County, City and Court and other parking lots in downtown to see if they would share with us their “waiting list” of employees for a spot in their parking lots and let us advertise to them about our available parking spaces. This can be an outreach opportunity for the user experience librarian.

H. Proposal to offer Notary Service in Indio

Trustees agreed to offer notary service at the library’s Indio branch.

I. Acceptance of the July 2017 Financial Reports

Acceptance of the July 2017 Financial Reports was moved by Joe Myers, seconded by Judge Trask, voted upon and motion carried.

IV. CLOSED SESSION

- At 1:37 pm President Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).
- At 1:58 pm President Levine reconvene to open session with nothing to report.

V. **ADJOURNMENT / NEXT MEETING**

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, September 1, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:37 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Hon. Michele D. Levine (Ret.), President
Riverside County Board of
Law Library Trustees