

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
October 6, 2017**

PRESENT

Hon. Michele Levine, President  
Joe Peter Myers, Esq.  
Hon. Gloria Trask  
Hon. Irma Asberry  
John Boyd  
Victoria Williamson, Secretary

ABSENT

Robert Dunn  
Hon. L. Jackson Lucky IV

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**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 12:28 pm.

**II. NO PUBLIC COMMENT**

**III. REGULAR SESSION**

**A. Acceptance of October 6, 2017 Meeting Agenda**

It was moved by Judge Asberry, seconded by Joe Myers and was unanimously voted upon to accept the agenda for the October 6, 2017 meeting.

**B. Approval of Minutes of August 4, 2017 Regular Meeting and September 14 & September 28 Special Meetings.**

Approval of the minutes of August 4, 2017 regular meeting and special meetings on September 14 & September 28, 2017 was moved by Judge Trask, seconded by Joe Myers, voted upon and motion carried. John Boyd Abstained.

**C. Director's Report**

- August Programs: 3 Family Law workshops w/ 51 attendees; Lawyers in the Library program in Indio had 3 attendees. September Programs: 3 Family Law workshops w/ 41 attendees: Lawyers in the Library in Indio had 3 attendees. Library tour in Indio for 3 members of the Riverside Grand Jury. MCLE class on "Dealing with Depression in the Legal Profession" presented by Christian Bogh was held on September 13 in Riverside & had 10 attendees. The DBA program on "Interested in the Bench" held on September 20 in Indio had 36 attendees.
- Staff: Karla Aparicio, formerly a substitute employee started on August 9 as a regular part-time employee. Domonique Abrantes, a former intern, started on Thursday, August 17 as a substitute employee. Eduardo Evaristo will begin on October 12, as substitute employee in Indio and in Riverside, respectively. Victoria attended the CCCLL Fall Meeting in Sacramento. The program sessions included a discussion in legislative advocacy and the plan to get more CLL directors to write to their legislators requesting support for ongoing appropriation to bring the current funding up to the 2009 levels for county law libraries.
- Facilities: the library was provided with a copy of the MOUs between the County and AOC regarding AOC Replacement Facility Space which set forth the County's continuing obligation to provide maintenance service and repairs to the AOC tenants. A meeting is scheduled for October 13 to further discuss whether the County will continue to provide maintenance service for the law library building.
- GASB 68 requires public employers to comply with specific accounting and financial reporting standards with respect to the recognition and calculation of pension obligations. Under GASB 68, employers that participate in a defined benefit pension plan are required to record the net pension liability, pension expense, and deferred resources related to pensions in their financial statement as part of their financial position. Our auditor suggested that we hire an actuary to help us with our 6/30/2017 GASB 68 reporting. We received a price quote from 3 companies: Bartel Associates charges a base fee of \$1500. Bickmore charges \$975 and an additional \$275 if we want the Miscellaneous plans split individually (see attached engagement letter). TCS (Total Compensation Systems, Inc.) quoted a fee of \$950.

John Boyd and Judge Trask reported to the board the project manager's recommendation to hire a company to conduct a structural evaluation of the law library building to determine whether or not a

seismic retrofitting is needed before making a decision on what to do with the existing space. It will take 4 weeks to complete the full evaluation report. Marty will send out the requests for proposal and schedule the next committee meeting in 3 weeks.

John Boyd will be added to the renovation committee. Victoria will add to next month's meeting agenda a motion to authorize the renovation committee to make decisions on the project up to \$50K amount threshold. Victoria will provide the Board with the amount the library spends on electricity for the building.

**D. Daily Parking Rate Proposal**

Motion to accept the proposal to establish daily parking rental in the library lot for \$8 a day for 14 assigned spaces in addition to the monthly parking was moved by John Boyd, seconded by Joe Myers, voted upon and motion carried. Victoria will ask Charlene to publicize the availability of daily parking and monthly parking in the RCBA Bar bulletin.

**E. External Communication Plan re Renovation**

President Judge Levine held off the discussion on the external communication plan regarding the renovation.

**F. Setting up a Law Library Foundation**

The Board agreed to have a two-person committee charged with leading the effort of establishing a law library foundation and facilitating future discussion by the board on the matter. John Boyd and Joe Myers agreed to be on this committee. John Boyd will let Victoria know when to put this on the board meeting agenda

**G. Monthly Financial Reporting Schedule Change**

The monthly financial reporting to the board will be delayed by one month because the County financial report is finalized two weeks after the end of the month. This means that the Balance Sheet and Income & Expense Report for September will be reported to the board in November and the Balance Sheet and Income & Expense Report for October will be reported to the board in December. Any issues or discrepancies on the monthly financial report will be duly-noted.

**H. Acceptance of Annual Report (FY 2016-2017)**


Acceptance of the 2016-2017 Annual Report was moved by Judge Trask, seconded by John Boyd, voted upon and motion carried.


**IV. CLOSED SESSION**

- A. At 1:05 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).
- B. At 1:08 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, November 3, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:24 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