

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
November 3, 2017**

PRESENT

Hon. Michele Levine, President
Robert Dunn
Joe Peter Myers, Esq.
Hon. Gloria Trask
Hon. Irma Asberry
Hon. L. Jackson Lucky IV
John Boyd
Victoria Williamson, Secretary

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 12:46 pm.

II. PUBLIC COMMENT

Mr. Brown presented his concerns about two books which he commented that the library should consider purchasing: a replacement of the missing copy of the CCP 2017 compact edition and updates to the O'Connors Pre-Trial Book.

III. REGULAR SESSION

A. Acceptance of November 3, 2017 Meeting Agenda

It was moved by Judge Asberry, seconded by Judge Lucky and was unanimously voted upon to accept the agenda for the November 3, 2017 meeting.

B. Approval of Minutes of October 6, 2017 Regular Meeting.

It was moved by Judge Trask, seconded by John Boyd, voted upon and motion carried. Judge Lucky and Bob Dunn abstained.

C. Director's Report

October Programs: 2 Family Law workshops w/ 21 attendees: Lawyers in the Library in Indio had 3 attendees. 4 Library tours with a combined total of 53 students from UCR political science class, paralegal program, and Platt College paralegal program.

National Pro Bono Week Programs:

Free legal clinics held during the week of October 23 assisted 17 individuals in Riverside, 10 in Indio and 58 in Temecula.

MCLE class on Disability Discrimination & the Law presented by Elizabeth F. Eubanks, IE Regional Director of the Disability Rights Legal Center held on Oct. 23 in Riverside had 12 attendees; Starting from Scratch: How to build a law practice giving free advice presented by Retired Judge Frank Gafkowski, Jr. held on October 27 in Indio had 11 attendees.

Public programs on Current Immigration Issues presented by Russell Jauregui held on Oct. 26 in Riverside had 7 attendees; Immigration Law, Naturalization Process presented by Brandon Menancio held on Oct. 24 in Indio had 10 attendees; and Immigration: Mistakes to Avoid presented by Marie Wood held on Oct 24 in Temecula had 7 attendees; and Family Law Help You Help Yourself presented by Patricia Rich held on Oct. 23 in Temecula had 18 attendees.

Staff: Eduardo Evaristo, recently hired as substitute will begin working as a regular part-time library assistant to fill the position left vacant by Riley Leight's resignation. Riley's last day is November 8. Willa will no longer be able to work her 4-7 pm schedule which opens up a part-time library assistant position in Riverside.

D. Donations

Judge Trask raised the question as to whether the board knew about the donation made to RCBA to sponsor the 2017 Installation Dinner and whether it is a legitimate use of public funds. President Levine

explained that the decision to make the donation is a way of showing the Board's support and appreciation of Judge Trask's service to the legal community and is this year's recipient of the Aurora Hughes Meritorious Award. Bob Dunn stated that the library has a community outreach budget designated to cover this type of expense.

E. Proposed Change of Maintenance Service Provider for the Law Library Building

Bob Dunn, John Boyd and Victoria met with Steve Gilbert, Marsha Victor and George Gemberling on Oct. 19th and discussed the transfer of building maintenance service responsibility from the County EDA to the Law Library. The County acknowledged its ongoing obligation to provide or cause to provide maintenance service to the AOC space and that there is a source fund in the County annual budget allocated for the maintenance service expenses for the AOC space. John recommended that an MOU between the County and Law Library be drafted before Marsha Victor retires.

Motion to have John Boyd draft an MOU regarding the transfer of the maintenance service of the law library building from the County to the Law Library was made by Joe Myers, seconded by Judge Trask, voted upon and motion carried. The MOU draft will be circulated to the board members prior to presenting it to County Counsel.

F. Grant the Renovation Committee a budget authority for up to \$50K

The Renovation Committee met on October 30th and discussed the recommendation to do a structural evaluation of the building. Kerry Parker of IMEG Corp will submit a proposal to conduct a structural review of the building including a budget on the cost of system replacements or upgrades. John asked Marty to create a flow chart that maps out the work that needs to be done to aid in determining whether the renovation is financially feasible.

Motion to authorize the Renovation Committee to make decisions on the renovation with a budget of \$50,000 per item up to an aggregate amount not to exceed \$250K was made by Judge Lucky, seconded by John Boyd, voted upon and motion carried.

G. Acceptance of the September 2017 Financial Report

Motion to accept the September 2017 Financial Report was made by Judge Trask, seconded by Joe Myers, voted upon and motion carried. Victoria will begin tracking the FMV adjustments – GASB31 General & Building fund losses reported on the monthly county financial report.

IV. NO CLOSED SESSION

V. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, December 1, 2017 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:44 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