

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
April 6, 2018**

PRESENT

Joe Peter Myers, Esq.
Hon. Gloria Trask
Hon. L. Jackson Lucky IV
John Boyd
Victoria Williamson, Secretary

ABSENT

Hon. Michele Levine, President
Robert Dunn
Hon. Irma Asberry

GUESTS

Marty Greenwood
John Coutts
Mike Caropino

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 Judge Trask at 12:20 pm.

II. PUBLIC COMMENT

Ms. Deborah complained about the strong odor caused by the pesticide spraying done in the library, the unfavorable treatment of non-attorney patrons with regards to towing of unauthorized vehicles in the parking lot, and of transients using the library. She also suggested that a sign be placed at the front desk informing patrons that cars parked without a permit in the library parking lot will be towed.

Mr. Brown requested a copy of the Auditor's Report for fiscal year 2016-2017 and commented that the library staff have been helpful with the other materials he requested.

Ms. Lopez commented about the lack of California legal materials on the subject of habeas corpus. She also requested for a small projector screen. She suggested that the library stay open for an additional 2 hours on Saturdays.

III. REGULAR SESSION

A. Acceptance of April 6, 2018 Meeting Agenda

It was moved by John Boyd, seconded by Joe Myers and was unanimously voted upon to accept the agenda for the April 6, 2018 meeting.

B. Approval of Minutes of March 2, 2018 Regular Meeting

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

C. Director's Report

March Programs:

4 Family Law workshops with 42 attendees. These workshops are now held on Thursday nights and have added Child Support Clinic. Lawyers in the Library program in Indio had 4 attendees. Two proctored exams.

National Library Week Programs include free legal clinics to be held at each location on April 12; Westlaw training to be held at noon on April 9, 10 & 11 in Indio, Temecula and Riverside respectively; Family Law Workshop information session to be held at 3pm in Indio on April 11; and "Law School Experience: a perspective from a recent law school graduate" to be held at 6pm in Riverside on April 10.

Staff Activities:

Stephanie Serrato, started on March 29, as part-time library assistant in Riverside, filling the position left vacant by Karla Aparicio, whose last day was March 19. Efren Nava resigned and his last day is April 13. Mariah Clark accepted a conditional offer of employment from the Riverside County Behavioral Health Services Center. Robbie Cravatt has been taking an intermittent leave of absence due to her health condition and her husband's.

Bret, Alex, Theresa, and Victoria attended the 2018 SCALL Institute "Inside Job: The Best-Kept Secrets of Employment Law" held in the Mission Inn on March 23 & 24. Program sessions included current developments in employment law, disability and employment law, employee diversity initiatives and anti-

discrimination laws, California wage and hour laws, and sexual harassment and developing legislation in light of the #MeToo Movement. Mahum and Victoria served on the SCALL Institute's local arrangements committee. Bret served on the Institute's technology support committee.

Mahum attended a four-week online course on "Library Services for Patrons Experiencing Homelessness" through InfoPeople.org. The course is designed to provide essential resources, best practices, useful tips, and techniques that can be applied immediately in libraries including examples of libraries collaborating with local agencies to help meet the challenges libraries and their patrons are facing with homelessness.

D. Mechanical & Electrical System Maintenance Costs Estimate

A proposed itemized list of prices for replacement of key components of the HVAC equipment and electrical switchgears was presented to the Board of Trustees. The work involves a like by like equipment replacement which needs minor permitting and no changes in the building structure. The total cost of the HVAC system replacement work is \$1,269,000 with 20% reduction in costs if the work is performed all at once. The total cost of the electrical switchgear replacement work is \$304,410. The main electrical switchgears (manufactured by Zinsco which is obsolete) located in the basement and the electrical panels, feeders, and equipment hookup located on the roof of the building is top priority for replacement work.

E. Auditor's Report FYE June 30, 2017

Usman Ilyas of Eadie & Payne, LLP presented the Auditor's Report for the year ended June 30, 2017. The report showed a 1.03% decrease in the Library's net position, which is an improvement from the year ended June 30, 2016. The Library's revenues increased approximately by 4% compared to the prior year. The Library's expenses showed a slight improvement, a .09 % decrease, and were consistent over the prior year. The Auditor recommended combining the General Fund and Building Fund, to have a designated fund reserve for building expenses within the general fund instead of a separate building fund. It also recommended including a budget to actual comparison in the monthly financial reports and obtain actuarial evaluation of OPEB implementing the GASB 75 reporting requirements.

F. Acceptance of the February 2018 Financial Report

It was moved by John Boyd, seconded by Joe Myers, voted upon and motion carried.

IV. CLOSED SESSION:


A. At 1:46 pm Judge Trask announced that the Board will go into closed session with respect to the item of business discussed pursuant to:

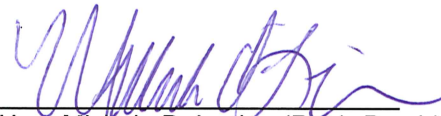
- Cal. Govt. Code §54954.5(e) Public Employee Discipline/Dismissal/Release
- Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721)
- Cal. Govt. Code §54957 (b) – Public Employee Performance Evaluation – Law Library Director

B. At 1:54 pm Judge Trask 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, May 4, 2018 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:54 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