

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
June 7, 2019**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Vice President
Hon. Irma Asberry
Hon. Jackson Lucky
Joseph Peter Myers, Esq.
John Boyd, Esq.
Victoria Williamson, Secretary

ABSENT

Hon. Gloria Trask

GUEST

Hon. Dorothy McLaughlin

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 12:04 pm.

II. NO PUBLIC COMMENT

III. REGULAR SESSION

A. Acceptance of June 7, 2019 Meeting Agenda

It was moved by Judge Asberry, seconded by John Boyd and was unanimously voted upon to accept the agenda for the June 7, 2019 meeting.

B. Approval of the Minutes of April 12, 2019 Regular Meeting & April 26, 2019 Special Meeting

A motion to approve the April 12 regular meeting minutes was made by Robert Dunn, seconded by John Boyd, was affirmatively voted upon, and motion carried.

A motion to approve the April 26 special meeting minutes was made by Judge Lucky, seconded by Judge Asberry, was affirmatively voted upon, and motion carried.

C. Director's Report

April & May Programs:

5 Family Law workshops had 65 attendees in April and 43 in May. The IELLA clinic had 3 attendees in April and 6 in May.

Library tours conducted for UCR paralegal program were attended by 20 students in April and 25 students in May.

Lawyer in the Library Program in Indio had 2 attendees in April and 4 in May.

Probate Clinic held in Indio had 6 attendees in April and 4 in May.

Family Law Clinic was held in Indio on May 8 with Family Law Facilitator Natalie Keller & Clint Miller assisting 6 groups of patrons.

Free Legal Clinic held on May 23 in Temecula had 34 attendees.

Library had a table set up during the Temecula State of the City Address event held on May 30. Katie spoke about the law library and its services to approximately 12 people who stopped by RCLL's exhibit table.

National Law Day Programs:

"Free Speech in the Internet Era" held on April 30 had 30 attendees.

"Justice in Plain Sight" program held on May 2 had 19 attendees.

“Role of Judicial Independence in a Politically Divided Society” MCLE program had 15 people registered but had 25 people in attendance.

A fulltime position opening for Systems & Electronic Services Librarian has been posted on the library website. This position will be responsible for the Integrated Library System (ILS), acquisitions, cataloging, serials control, collection maintenance, compilation of statistics, invoice processing, maintaining the library website, developing new electronic resources and will work closely with the Director to maximize use of library space and technology.

The Administrative Assistant position has been upgraded to an Administrative Officer position which would entail additional responsibilities that include acting as the point of contact for all employees providing support, managing their queries, ensuring that the day to day administrative activities run smooth, and updating and maintaining business records and personnel files.

The job description for these two positions is included in the meeting packet. With respect to maintaining the library website, Judge Lucky suggested that the library consider a website hosting service versus hosting it on the library’s server. President Michele Levine has tasked the Director to write out the training needed for these two positions.

D. Adoption of New Library Rules of Conduct

A motion to adopt the New Library Rules of Conduct was made by John Boyd, seconded by Judge Lucky, was affirmatively voted upon, and motion carried.

Add to next meeting’s agenda, an item to review and modify the rule regarding video-recording in the library.

E. Request for Permission to Film in the Library

A motion to decline the request to film in the library that is outside the core purpose of the library was made by John Boyd, seconded by Judge Asberry, was voted upon affirmatively, and motion carried.

Add to the next meeting’s agenda, a draft policy of not allowing filming in the library for purposes deemed outside the library’s core purpose.

F. Acceptance of March 2019 & April 2019 Financial Reports

A motion to accept the March 2019 and April 2019 Financial Reports was made by John Boyd, seconded by Judge Lucky, was affirmatively voted upon, and motion carried.

G. Acceptance of FY 2019-2020 Budget

A motion to accept the FY 2019-2020 Budget was made by Judge Lucky, seconded by John Boyd, was affirmatively voted upon, and motion carried.

H. MOU with County to establish parameters of relationship regarding maintenance of library building.

This item is deferred to next meeting.

I. Renovation Project

President Michele Levine has tasked the Director to make a list of items for the interior redesign of the library space, such as reconfigure/relocate the front desk counter, remodel the patron computer workstations space, meeting space, create a convenience café corner/copy center, etc. Schedule a one-day board retreat to discuss the budget and scope of work for the renovation.

IV. CLOSED SESSION:

- A.** At 12:56 pm President Michele Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to:
- Cal. Govt. Code §54957 (b) – Public Employee Performance Evaluation - Director
 - Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).
- B.** At 1:25 pm President Michele 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, July 5, 2019 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:27 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Michele Levine, President
Riverside County Board of
Law Library Trustees