

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
October 4, 2019**

PRESENT

Robert Dunn, Vice President  
Hon. Irma Asberry  
Hon. Gloria Trask  
Hon. Jack Lucky  
Joseph Peter Myers, Esq.  
John Boyd, Esq.  
Victoria Williamson, Secretary

Absent

Hon. Michele Levine

GUEST

Hon. Dorothy McLaughlin

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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 Vice-President Robert Dunn at 12:12 pm.

**II. PUBLIC COMMENT**

No members of the public present.

**III. REGULAR SESSION**

**A. Acceptance of October 4, 2019 Meeting Agenda**

It was moved by Judge Asberry, seconded by Judge Lucky and was affirmatively voted upon to accept the agenda for the October 4, 2019 meeting.

**B. Approval of the Minutes of September 6, 2019 Regular Meeting.**

It was moved by Judge Asberry, seconded by Joseph Peter Myers, was affirmatively voted upon to approve the September 6, 2019 meeting minutes.

**C. Director's Report**

- September Programs: 3 Family Law workshops had 34 attendees. IELLA Legal Aid Clinic held on Sept. 19 had 6 attendees. Pro Se Civil Appeals Workshop held on Sept. 27 had 5 attendees. Lawyer in the Library program held on Sept. 12 in Indio had 8 attendees. The Probate Clinic held on August 13 in Indio had 16 attendees. MCLE class on "California Family Law: Post-judgment Support Modification" held by IELLA on Sept. 27 had 21 attendees. There were 12 attorneys who pledged to volunteer.
- Willa, who currently works as a substitute library assistant will begin working as part-time librarian in Riverside on October 7. Victoria will be attending the Internet Librarian Conference on Oct. 21-23 in Monterey. Mahum will be attending the California Library Association Conference on Oct. 24-26 in Pasadena. Lauren will be attending the CalPERS Educational Forum on Oct. 28-30 in Oakland.
- The library now has ZoomText Magnifier plus Reader installed in one of the patron computers in Riverside and Indio. This is a software program that enables visually impaired users to enlarge everything on the computer screen, echoes their typing, and automatically reads what is on the screen using headphones. The reader can also translate into Spanish and other languages. This is being made available as part of the library's efforts to expand access to justice.

The Library will start to promote and let the community know about the availability of this adaptive technology for library users with low vision, as suggested by Judge Asberry.

**D. CalPERS Supplemental Income 457 Plan**

Action on this item is deferred to next month's meeting. The Director will arrange for a CalPERS representative do a presentation about the CalPERS 457 Plan and answers questions from the Board.

**E. Acceptance of August 2019 Financial Report**

It was moved by Judge Lucky, seconded by Joseph Peter Myers, was affirmatively voted upon to accept the financial report for August 2019.

Director will ask the Library's accountant why interests earned in July & August 2019 were posted as negative and then posted back as positive in September and October 2019 respectively.

**F. Acceptance of 2018-2019 Annual Report**

A motion was made by John Boyd to accept the 2018-2019 Annual Report and seconded by Judge Trask. It was affirmatively voted upon to accept the 2018-2019 Annual Report.

**G. Library Cosmetic Remodel Project**

The Building Committee met with Marty and the architects on Wednesday, September 5. Judge Lucky and Judge Trask shared with the Board what was discussed at this meeting. The committee agreed to a "front-house/back-house" approach to the remodel, without triggering expensive major structural and Title 24 upgrades. The architects are on board with the plan to do the remodel in phases addressing the ADA-compliance issues with the restrooms, the front-entrance and the staircase first and do the rest 2<sup>nd</sup>. Holt Architect will prepare another service agreement with a list of proposed work for the remodel including a breakdown of costs which will be ready in three months.

A motion was made by John Boyd to authorize Judge Levine and Judge Trask to move forward with working with Holt Architecture on the library remodel plan. It was seconded by Joseph Peter Myers, was affirmatively voted upon and motion carried.

**IV. CLOSED SESSION:**

A. At 12:30 pm Vice-President Robert Dunn 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.

Vice-President Robert Dunn stepped out of the boardroom for the closed session.

B. At 12:55 pm Judge Trask reconvene to open session and reported that the Board unanimously voted to have President Michele Levine sign the prepared performance evaluation of the Director. The motion was made by Judge Lucky and seconded by Joseph Peter Myers.

**V. ADJOURNMENT / NEXT MEETING**

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, November 1, 2019 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:02 pm.

MINUTES: Victoria Williamson  
Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED: Michele Levine  
Michele Levine, President  
Riverside County Board of  
Law Library Trustees