

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
February 7, 2020**

PRESENT

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

Guests

Hon. Jacqueline Jackson
Hon. Cheryl Murphy
Edie & Payne Auditors

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 12:12 pm.

II. PUBLIC COMMENT

No members of the public present.

III. REGULAR SESSION

A. Acceptance of February 7, 2020 Meeting Agenda

It was moved by Judge Lucky, seconded by John Boyd and was affirmatively voted upon to accept the agenda for the February 7, 2020 meeting.

B. Approval of the Minutes of January 3, 2020 Regular Meeting.

It was moved by Judge Lucky, seconded by Robert Dunn and was affirmatively voted upon to accept the January 3, 2020 meeting minutes.

C. Bylaws Amendment re Term of Office

Judge Levine gave the incoming trustees Judge Murphy and Judge Jackson, a warm welcome and brief introduction of the law library board. She stated that it is an exciting time for the library and with the renovation plans underway, the library hopes to become the hub of legal knowledge and discourse in the community.

Judge Levine is looking to study the bylaws and getting it amended to include a provision regarding a trustee's term of office. A committee consisting of John Boyd, Robert Dunn and herself will work on drafting the proposed amendment to the bylaws to be submitted to the board for approval.

D. Statement of Economic Interest (Form 700)

Judge Levine informed the incoming trustees that all members of the board need to file the Form 700 by the April 1st deadline. The incoming trustees will need to file Form 700, as assuming office, outgoing trustees will file as leaving office, and current trustees will file the annual Form 700 which covers the Jan.1, 2019 thru Dec. 31, 2019 period.

Victoria will contact Judge Trask and will provide John, Joe, and Bob, a copy of their Form 700 from last year.

E. Director's Report

County Board of Supervisors Chair, Manuel Perez met with the Director to get her insights about the reappointment of John Boyd and Joseph Peter Myers. He appreciated knowing that John Boyd and Joseph Peter Myers are willing to continue their service on the board and there is a member representing the Desert region on the board. He suggested recruiting a member from the Hispanic/Latino community to serve on the law library board. The County Board of Supervisors approved the reappointment of John Boyd and Joseph Peter Myers at its January 28, 2020 meeting.

January Programs: 4 Family Law workshops with Patty Rich held in Riverside had 38 attendees. The IELLA Legal Clinic held on January 21 in Riverside had 12 attendees. The Pro Se Civil Appeals workshop with Carmela Simoncini held on January 23 in Riverside had 4 attendees. The Library tour held on January 24 in Riverside had 23 New Attorneys Academy students in attendance. The Lawyers in the Library program with Atty. Summer Shaw and Doug Gee held on January 9th in Indio assisted 6 patrons. The Probate Clinic with Clint Miller held on January 3rd in Indio assisted 17 patrons.

The Annual Staff Retreat will be held on March 27th in the Victor Miceli Law Library.

New librarians: Vanessa Christman and Jenna Pontious were introduced to the board. Three new employees were added to the substitute pool of library assistants. Terry Conaway started on January 28th in Indio. Yanis Azzou and Colett Gonzales will start on February 11th in Riverside.

Three patron incidents happened in January and a copy of the Patron Incidents Report was provided to the board.

President Levine and Judge Lucky shared with the board the discussions with Holt architects regarding the Floor Plans developed for the library remodel and a copy of the Floor Plans was shared with the trustees at the meeting.

F. Library Security Guard

Due to the high number of incidents occurring in the library and the library's exposure to vagrants and homeless individuals, the board agrees that a security guard is needed.

Judge Levine proposed that a committee which includes John Boyd, Judge Lucky and herself work with the Director to write out the post-orders for the security personnel and delineate exactly what the board wants included in the scope of services. The committee will bring their draft post-orders to the board at the next meeting for approval.

A motion to finalize the post-orders for Guardsmark to provide security service for the library was made by John Boyd, seconded by Joseph Peter Myers, and unanimously voted upon and motion carried.

G. Acceptance of December 2019 Financial Report

It was moved by Judge Lucky, seconded by John Boyd, and was affirmatively voted upon to accept the December 2019 Financial Report.

H. Acceptance of 2018-2019 Auditor's Report

The Auditor's Report provided a clean and fairly stated opinion of the financial statements of the governmental activities and each major funds of the library. The library's income went up by \$1.6 million because of the \$1.2 million supplemental fund received from the State. The total unassigned balance is at \$5.4 million which represents three times the library's expenses. The library is in a pretty good spot. The audit process went seamlessly and no difficulties from management. There were some adjustments made but they were standard and were mainly to account for government-wide reporting requirements.

Eadie & Payne will be providing a corrected version of its report to the board because the one that was presented at the meeting was missing page 11. Acceptance of the 2018-2019 Auditor's Report is deferred to the next month's meeting.

IV. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, March 13, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:23 pm.

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

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