

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
October 4, 2013**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Esq. Vice-President
W.W. (Bud) Miller
Joseph Peter Myers, Esq.
Hon. Gloria Trask
Victoria Williamson, Secretary/Librarian

GUEST

John Boyd, Esq. (conference call)
Jennifer Wong

ABSENT

Hon. Irma Asberry
Hon. Charlie Field

I. CALL TO ORDER

The regularly scheduled monthly meeting of the Riverside County Board of Law Library Trustees was called to order by Judge Levine at 3:47 pm.

II. REGULAR SESSION

A. Acceptance of Agenda

It was moved by Joe Myers seconded by Bud Miller, and unanimously voted upon to accept the Agenda for the October 4, 2013 meeting.

B. Minutes of September 6, 2013 Meeting

It was moved by Bob Dunn, seconded by Bud Miller, and voted upon to approve the Minutes of the September 6, 2013 meeting.

C. Director's Report

1. Staff

Mike Foster was out from 8/26 – 9/16. His position has been reclassified to a part-time status (25 hours a week, w/ half-time benefits).

Beverly Chavira is placed off work by her doctor from 9/19 – 10/8.

Imelda Ramirez will not be returning back to work full-time but is willing to work on "as needed" basis. Her last day as a full-time staff is October 5, 2013.

I hired another part-time library assistant to add to our substitute pool for Indio, Theresa Schwake formerly a regional human resources manager for Payco American Corporation in Chicago. She also worked as site manager for "Just for Kids" (The Synergy Group) in New York and as a teacher's aide for Williamsville Central School District in New York. Even though she doesn't have any past library experience, she has a strong interest in law and management experience to offer to the position.

I will be attending the CCLL Fall Meeting in San Jose on Oct 11th.

Daisy Cortes, our Community Engagement & Media Relations Librarian will be attending the Internet Librarian Conference in Monterey on Oct. 28 thru 30. The theme for this year's conference is *Community Engagement: Strategies, Services & Tools*.

The Staff Retreat held on Sept. 27 turned out great. Only 3 staff members were unable to attend due to illness. Gary Kramer founding partner of WITS (Workplace Interactive Teambuilding Seminars) and Artistic Director of the National Comedy Theatre facilitated the morning workshop by engaging everyone in a series of improv teambuilding exercises that help teams learn creative problem solving, create group trust and communicate more effectively. Everyone had a fun and productive time. Staff was especially delighted having the opportunity to interact with Judge Field, Judge Levine and Bob Dunn. They all gave positive comments and praises.

2. Programs:

• **Held in September**

5 Family Law Workshops w/ 43 attendees; 1 small claims clinic w/ 7 attendees; 3 Legal Research 101 Series class (Riverside (8), Indio (5), Temecula (7) attendees); 4 Proctored Exams; 4 Public

Programs in Temecula (ABC's of Law Series) w/ 54 attendees; and 1 Teens & the Law Program in Temecula w/ 23 attendees.

- **Table sponsor at ICAP's 2nd Annual Conference**
The law library will have a table at that the Inland Counties Association of Paralegals' Annual Conference on Saturday (Oct. 5). We've been invited to participate and speak about our programs and services.
- **2014 Cal. Water Law Symposium**
I met with Cheryl-Weeks Frey, Asst. Director for Outreach at the San Diego County Public Law Library. We discussed about offering a joint-program on water law: First Annual Cal. Water Law Symposium, in Temecula; October 2014, 6:30 – 9:30 pm (5:45 mixer/sign-in; City Conference Center; Speakers – Eric Garner – “recent developments in environmental and legal issues facing California's water supply.”
- 3. **Status on Website Redesign Project**
We had a professional photographer take pictures of all three library locations to use for our website. He took photos during the ABC's of Debt Collection program in Temecula.
- 4. **Property Management**
Provident Bank Bldg. has a roof leak problem, estimated cost to repair is \$1050.00.

D. Motion to accept Financial Report for September 2013.

It was moved by Judge Trask, seconded by Bud Miller, voted upon, and motion carried.

III. CLOSED SESSION

At 3:47 p.m., Judge Levine announced that the Board would go into Closed Session for:

A. Conference with Real Property Negotiators.

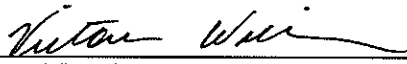
Judge Levine will draft letter to City Manager regarding the City's obligation under the 2005 & 2007 MOU to pay its share of acquisition costs of the Zinke properties. Bob Dunn will contact County to find out what expenses will be subtracted from the rental income, description of the expenses and what constitutes net income and how the expenses are calculated to determine the \$13,000/month guaranteed payment to the Law Library. Victoria will ask County for preliminary Title Report on the properties and ask for the legal description of the parking lot included in the deeds.


B. Reconvene to Open Session

At 4:47 pm, Judge Levine reconvened with nothing to report to open session.

IV. ADJOURNMENT / NEXT MEETING

The next regularly scheduled meeting of the Board of Law Library Trustees on Friday, November 1, 2013 at 3:30 pm. There being no further business to come before the Board, the general meeting was adjourned at 5:14 pm.

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

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