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MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
February 6, 2015

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I.   **CALL TO ORDER**
The regularly scheduled meeting of the Riverside County Board of Law Library Trustees was called to order by President Michele Levine at 12: 24pm.

II. **REGULAR SESSION**
A. **Acceptance of Agenda**
It was moved by Judge Asberry, seconded by Bud Miller, and unanimously voted upon to accept the Agenda for the February 6, 2015 meeting.

B. **Minutes of January 16, 2015 Regular Meeting**
Approval of the January 16, 2015 meeting minutes was moved by Judge Asberry, seconded by Bud Miller, voted upon and motion carried. Judge Lucky abstained.

C. **Form 700**
President Levine reminded Board members about their Form 700.

D. **Director's Report:**
*   January programs: 4 Family Law Workshops w/ 44 attendees; 6 proctored exams; 1 Legal Research 101 class w/ 5 attendees; 5 MCLE class *How to Find & Use Free Legal Websites* at GIEMLA Meeting w/ 18 attendees. *Low Income Taxpayer's Clinic* w/ 6 attendees. Janice & Daisy presented at RCBA"s *Bridge the Gap* program w/ 30 attendees. Bret held a library tour for Loma Linda University w/ 12 attendees.
*   Alex Valdivia, the new Technical Services Librarian started on February 5. Jessica Lara, the new part-time library assistant in Indio will start on February 23. Ming Lu is our new volunteer in Temecula and she works 6 hours a week.
*   CCCLL provided a copy of its Legislative Advocacy Committee Report to its member libraries. It also agreed to send 5 of its members: Riverside, San Bernardino, San Diego, Orange and Los Angeles County to the Cal. State Library's Public Library Directors Forum to be held on March 4 & 5 in Ontario.
*   SCALL 43rd Annual Institute has 69 registrants so far, 38 RSVPs for the VIP Dinner.
*   County EDA provided the library with 200 tickets to the County Fair & National Date Festival for the participating RUSD 9th to 12th grade students in our Art Contest during National Library Week (April 12-18). The theme is *Unlimited possibilities @ your library*.
*   Victoria will contact Steve Gilbert to ask if there are any designated parking spaces for library users and staff. Are there any 2hr free public parking similar to what we have in Riverside.

E. **Management of Law Library Building – [Action items]**
    1. Contact Mark McGinnis re possibly contracting the County to continue code enforcement of the library parking lot.
    2. Look into private business to administer the parking lot including installing parking meters (is permit required?), maintenance of the parking meters, collecting parking fees and issuing citations for parking violations.
    3. Look into private companies to manage the 2nd and 3rd floor of the law library building including collecting rent, and maintaining the building.
    4. Notify the tenants of the businesses on 9th Street who are using the law library parking lot.

F. **Motion to accept January 2015 Financial Report**
    It was moved by Joe Meyers, seconded by Bud Miller, voted upon and motion carried.

III. **Closed Session**
At 1:25 p.m. President Levine announced that the Board would go into closed session for:

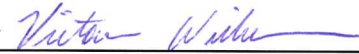A. **Conference With Real Property Negotiators**
B. **Reconvene to Open Session**
    At 1:40 pm, President Levine reconvened and announced Board action to postpone move of Indio Branch until sublease agreement is approved and signed by both parties.

IV. **ADJOURNMENT / NEXT MEETING**
The next scheduled meeting of the Board of Law Library Trustees on Friday, March 6, 2015 at 12:15 pm.   There being no further business to come before the Board, the general meeting was adjourned at 1:45 pm.

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

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

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