

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
February 2, 2018**

PRESENT

Hon. Michele Levine, President
Robert Dunn
Joe Peter Myers, Esq.
Hon. Gloria Trask
Hon. Irma Asberry
Hon. L. Jackson Lucky IV
John Boyd
Victoria Williamson, Secretary

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 12:38 pm.

II. PUBLIC COMMENT

Ms. Lopez suggested that the library add more secondary resources such as form books and nutshells on California Criminal Law materials, specifically on habeas corpus. She doesn't have specific titles of the publication in mind but is willing to visit the county law library in L.A. and San Diego to see what they have on the subject. She also expressed her appreciation and said that RCLL is a blessing to the community. She thanked the law library trustees and staff for their service and continuing effort to make the law library better.

Ms. Ballantine expressed concerns about the extreme cold temperature in the north side of the library building where the public computer stations are located. Board President Michele Levine informed her that the Board is aware of the problem and is a major priority that the library is working on. Ms. Ballantine suggested to have hand sanitizers available for people who are using the public computer work stations in the library. She appreciated the addition of Eduardo to the library staff and complimented him as "performing very well and receptive of guidance." She suggested that the library purchase an international manual/procedural book and will provide the specific title of the publication to the Director.

Mr. Brown suggested that the library remind patrons to keep their personal belongings together in one carrel or table, instead of being spread through-out the library. He suggested to add Civil Litigation Manual by Merrit Alexander to the library collection. He also expressed appreciation of the library staff and respect for what they do.

III. REGULAR SESSION

A. Acceptance of February 2, 2018 Meeting Agenda

It was moved by Judge Asberry, seconded by Joe Myers and was unanimously voted upon to accept the agenda for the February 2, 2018 meeting.

B. Approval of Minutes of December 1, 2017 Regular Meeting

It was moved by Judge Asberry, seconded by Robert Dunn, voted upon and motion carried.

C. Director's Report

December Programs: 4 Family Law workshops with 34 attendees. 2 library tours with 3 pro-se litigants and a new hire at the District Attorney's Office. MCLE class on Legal Research 102 with 10 attendees.

January Programs: 4 Family Law workshops with 44 attendees. Mahum gave a 30-minute library orientation/tour to 15 new attorneys from the New Attorneys Academy program on January 19th. The Lawyer in the Library program in Indio held on January 11th had 4 attendees. The MCLE class on "Preventing and Defending Malpractice for the Small Firm Attorney" held in Indio on January 26 had 11 attendees. APALIE held its MCLE event "Ethics in Mediation" and had 16 attendees.

The library successfully negotiated a 3-year contract with Thomson Reuters as its preferred provider of legal materials for its collection. Under the new contract, the library reduced its print subscriptions by \$120k, upgraded to the Westlaw for Government subscription plan and added 3 additional user licenses to its current Westlaw subscription. We started holding regular Westlaw training for staff to get them

acclimated to using the enhanced contents on Westlaw for Government. Two sessions were held in January and the next training is scheduled in April which will also be offered to library patrons.

Eadie & Payne completed its audit field work for FYE 6/30/17 audit in mid-December. We are waiting for the final auditor's report.

A copy of the Pre-Retreat Staff Survey questions and responses were distributed to the board members. Topics that were suggested for the staff annual retreat are sexual harassment, workplace safety, what to do during an emergency, and dealing with patrons with mental illness.

Gloria Coen's last day is February 3. A job opening for a part-time library assistant has been posted on the library website.

D. Proposed change to CalPERS Health Benefits Plan

Judge Levine informed the board that the proposed health benefits plan switch to CalPERS was held off and will be presented to the SEIU as part of its proposed changes to the current MOU which is due to expire in June.

E. Transfer of building maintenance service from County to Law Library

Judge Levine, Robert Dunn, John Boyd and Victoria met with Steve Gilbert and George Gemberling on January 11 regarding the transfer of maintenance service functions from the County to the Law Library and the impact of County ownership of the Indio Law Building on the Law Library in Indio. A copy of the meeting notes from this meeting was distributed to the board members. A copy the MEP evaluation report on the law library building, was given to Steve and Gilbert. An electronic copy of the report was also provided to them. Steve was asked to provide information on the methodology on how to calculate the amount the County allocates for maintenance service of the 2nd and 3rd floors of the law library building. Steve will research to determine the County's responsibility for the cost to replace the HVAC system, whether this is a capital item expense or maintenance service expense. He will also provide a copy of the Asbestos survey report and Seismic study report on the building.

F. Acceptance of the November & December 2017 Financial Report

Judge Trask suggested that the library look into the possibility of setting up a direct deposit of the rental income to the library checking account and of consolidating the building and general checking accounts.

Motion to accept the November & December 2017 Financial Reports was made by Joe Myers, seconded by Judge Trask, voted upon and motion carried.

IV. CLOSED SESSION:

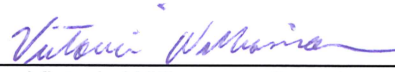
A. At 1:14 pm Judge Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to Cal. Govt. Code §54954.5(e) Public Employee Discipline/Dismissal/Release and Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

B. At 1:53 pm President 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, March 2, 2018 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:06 pm.

MINUTES:


Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:


Hon. Michele D. Levine (Ret.), President
Riverside County Board of
Law Library Trustees