

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
May 4, 2018**

PRESENT

Hon. Michele Levine  
Joe Peter Myers, Esq.  
Hon. Gloria Trask  
Hon. Irma Asberry  
John Boyd  
Victoria Williamson, Secretary

ABSENT

Hon. L. Jackson Lucky IV  
Robert Dunn

GUEST

Marvin Paull

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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 Judge Levine at 12:40 pm.

**II. PUBLIC COMMENT**

Ms. Lopez asked about the status of her request about having more California law books on the subject of habeas corpus. The Board President informed her that whatever materials that the library doesn't have can be requested from other law libraries through interlibrary-loan.

Mr. Brown commented about homeless people coming in the library with blankets and using the restroom for long periods of time to wash up. He observed that staff are not enforcing the library policy against bringing personal items like blankets in the library. He also apologized for the incident involving one of the staff who found him asleep in the library and explained why he fell asleep. He said that the staff handled the incident beautifully.

Ms. Ellis commented about an incident when she felt being harassed while using the computers by one of the staff and added that it has been resolved.

**III. REGULAR SESSION**

**A. Acceptance of May 4, 2018 Meeting Agenda**

It was moved by Judge Trask, seconded by John Boyd and was unanimously voted upon to accept the agenda for the May 4, 2018 meeting.

**B. Approval of Minutes of April 6, 2018 Regular Meeting**

It was moved by Judge Trask, seconded by John Boyd, voted upon and motion carried. Judge Levine and Judge Asberry abstained.

**C. Director's Report**

April Programs: Family law workshops with 37 attendees; Library tour with 16 UCR paralegal students; and one proctored exam.

National Library Week Programs: Westlaw training classes held in 3 locations with 28 combined total number of attendees; Free legal clinics held in 3 locations with 45 participants in Temecula, 12 in Riverside and 7 in Indio. Family Law Workshop information session held in Indio had 4 attendees and "Law School Experience: A Perspective from a Recent Law School Graduate" program held in Riverside had 17 attendees.

New administrative assistant, Lauren Patterson started on Monday, April 23.

New library assistant, Jeffrey Hsieh started on Friday, April 20.

Crystal Guerrero, formerly a substitute employee, started as a regular part-time library assistant on Thursday, April 19.

Victor Landa has resigned and May 3 will be his last day. He accepted an offer to work full time at his other part-time job. Eduardo Evaristo has resigned and May 7 will be his last day.

We now have only one employee in our substitute library assistant pool so we are interviewing candidates to add to our pool. We are also seeking applications for the part-time library assistant position for Temecula and Indio.

The Annual Staff Retreat has been moved to Friday, May 11th and the theme is "Empowering Learning." I'm implementing the "Learning Culture at RCLL" initiative. This year's staff retreat is designed to renew the Library's commitment to encourage and support staff development and growth within the Library, as well as reinforce the expectation for each staff member to continuously learn, to share what they've learned, and to ensure that their learning are transferred into action and behavioral changes that lead to improvement of both the individual staff member and the Library.

RCLL is the 2018 recipient of Excellence in Marketing Award – Best Campaign category for its National Pro Bono Week programs held in Oct. 2017. Mahum will be receiving the award at the AALL Conference to be held in July at Baltimore, Maryland.

At a meeting with Rosie & Matilda of the City of Temecula Public Library, a question was asked about the Law Library's plan with regards to opening a separate branch in Temecula or the Southwest region of Riverside. They were informed that there are no plans to open a branch in that area.

**D. Actuarial Valuation of Post-Retirement Medical Benefits Report**

Marvin Paull discussed the new GASB 75, its objectives, basis of valuation, new terms and new disclosure requirements. He highlighted the key results of the valuation and what drive these results. He recommended setting an irrevocable trust fund to reduce the library's accrued liability. The library can put as much as it wants in the trust fund, but it need to be diversified. A small amount in stocks and some in fixed income. He suggested someone in San Francisco who can help with investment of the trust fund.

A motion to accept the actuarial valuation report was made by Joe Myers, seconded by Judge Asberry, voted upon and motion carried.

**E. Acceptance of the Auditor's Report (FYE 6/30/2017)**

It was moved by Judge Trask, seconded by John Boyd, voted upon and motion carried.

**F. Acceptance of the March 2018 Financial Report**

It was moved by John Boyd, seconded by Joe Myers, voted upon and motion carried.

**IV. CLOSED SESSION:**

**A.** At 2:46 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(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721)
- Cal. Govt. Code §54957 (b) – Public Employee Performance Evaluation – Law Library Director

**B.** At 2:54 pm Judge 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, June 1, 2018 at 12:00 pm. There being no further business to come before the Board, the general meeting was adjourned at 2:54 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