

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
December 7, 2018**

**PRESENT**

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

**ABSENT**

John Boyd

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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 12:27 pm.

**II. NO PUBLIC COMMENT**

**III. REGULAR SESSION**

**A. Acceptance of December 7, 2018 Meeting Agenda**

It was moved by Judge Asberry, seconded by Joseph Peter Myers and was unanimously voted upon to accept the agenda for the December 7, 2018 meeting.

**B. Acceptance of Minutes of October 5, 2018 Regular Meeting**

It was moved by Judge Lucky, seconded by Bob Dunn, and was voted upon to accept the minutes of October 5, 2018 regular meeting. Judge Trask and Judge Asberry abstained.

**Acceptance of Minutes of November 2, 2018 Regular Meeting**

It was moved by Bob Dunn, seconded by Joseph Peter Myers, and voted upon to accept the minutes of November 2, 2018 regular meeting. Judge Asberry and Judge Lucky abstained.

**C. Director's Report**

Library tour for 18 participants of RCBA's New Attorneys Academy program held on November 16. IELLA Clinic held in Riverside on November 20 had 8 attendees.

Mahum did a presentation about RCLL's programs and services at the Beaumont Public Library attended by 7 librarians. She is also working with Carmela Simoncini at the 4th District Court of Appeals to hold a California Civil Appeals Workshop to be held in the library and with Tori Paul at ICLS to hold tax related workshops and programs in Riverside and Temecula.

The library's new legal reference and instruction librarian started on November 8. Jimmy has a B.A. in political science from UCI, a J.D. from University of the Pacific, McGeorge School of Law, graduated at the top 29% of his class and a recipient of "Witkin Award for Academic Excellence – Foreign Investment & Development." While in law school, he served as a Bankruptcy Clinic Team Leader, Chief Technical Editor, legal research and writing instructor, and as a Research Assistant for the McGeorge Law Library. He is currently in the San Jose State University M.L.I.S. program and expected to graduate in summer 2019. He worked as a litigator for Gutierrez, Preciado & House, LLP, an employment law defense firm in Pasadena and as an administrative law hearing officer for L.A. Metro Transportation Authority

The library also hired a new library assistant for the Temecula Law Resource Center.

The library has not filled the fulltime library assistant position in Riverside and is continuing to do the search.

Judge Levine presented to the board for discussion the question regarding the procedure for handling the Director's request to attend continuing education seminars. The board will set a budget for the Director's professional development expenses separate from the staff's professional development which will be tabled for the next regular board meeting.

**D. Approval of 2018-2021 MOU with SEIU Local 721**

Motion to have the approval of the 2018-2021 MOU with SEIU Local 721 tabled for next regular board meeting was made by Judge Asberry, seconded by Judge Lucky, affirmatively voted upon, and motion carried.

**E. Reimbursement Request for Utility Expenses in Indio**

Robert Dunn reminded the Board that for 40 years, the agreement with the County has been that the Board will provide the collection materials and staffing for the library and the County will provide the facility. The consensus amongst the board trustees is to send the County a letter of response and not issue a check. Robert Dunn will prepare the letter for Judge Levine's review.

**F. Long-Term Plan for the Law Library Building**

Judge Levine asked the board trustees to email Victoria their available dates for strategic planning meeting that focuses on the facilities management & maintenance issues. A special meeting to discuss long term plan for the law library building will be set at the next regular board meeting.

**G. Board Retreat – Strategic Planning**

Judge Levine asked the board trustees to look at the key steps involved in the strategic planning process. She agrees that holding a strategic planning retreat is a good idea, however, due to the library's limited resources the board should focus on facilities planning at this time. She asked Judge Lucky to be the designated Board representative, Victoria to designate a staff member representative to work on a strategic plan for the law library facilities.

**H. Acceptance of the October 2018 Financial Report**

It was moved by Judge Lucky, seconded by Joseph Peter Myers, voted upon and motion carried.

**IV. CLOSED SESSION:**

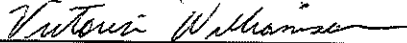
**A.** At 1:03 pm Judge Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to:

- Cal. Govt. Code §54956.9(d)(2) – Conference with Legal Counsel – Anticipated litigation (1 potential case)
- Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).


**B.** At 1:14 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, January 4, 2019 at 12:30 pm. There being no further business to come before the Board, the general meeting was adjourned at 1:31 pm.

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

APPROVED:

  
Michele Levine, President  
Riverside County Board of  
Law Library Trustees