

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
March 1, 2019**

PRESENT

Robert Dunn, Vice President
Hon. Irma Asberry
Hon. Gloria Trask
Hon. Jackson Lucky
Joseph Peter Myers, Esq.
John Boyd, Esq.
Victoria Williamson, Secretary

ABSENT

Hon. Michele Levine, President

GUESTS

Auditors from Eadie & Payne, LLP

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 Robert Dunn at 12:34 pm.

II. PUBLIC COMMENT

Mr. Brown requested for a copy of the Auditor's Report, an end of year report on how much is spent on the library's collection, O'Connor's Federal Civil Procedure, and classes for pro se litigants taught by pro se litigants.

Ms. Dean talked about her personal circumstances and challenges in obtaining her goals of earning a degree in Accounting & Finance, a law degree and ultimately to become a tax lawyer working for big corporations. She requested for help in connecting her to a judge or attorney who would mentor and show her how to achieve her goals.

III. REGULAR SESSION

A. Acceptance of March 1, 2019 Meeting Agenda

It was moved by Judge Asberry, seconded by Joseph Peter Myers and was unanimously voted upon to accept the agenda for the March 1, 2019 meeting.

B. Approval of the Minutes of February 1, 2019 Regular Meeting

It was moved by Judge Trask, seconded by John Boyd, and was voted upon to approve the minutes of February 1, 2019 regular meeting. Judge Asberry abstained.

C. Proposed Amendment to the Bylaws

The Board agreed not to amend the Bylaws with respect to the time of the meetings.

D. Director's Report

February programs: 3 Family Law Workshops had 35 attendees. The IELLA clinic held on February 19 had 10 attendees. Lawyer in the Library program in Indio had 5 attendees. Library tour held on February 14 for 12 UCR paralegal students and their instructor. Jimmy presented at the Bridge the Gap program held on February 8 which had 17 attendees.

The annual staff retreat held on Friday, February 15th went well. There were 11 of us in attendance. The morning program included a Crisis Intervention session by Tiffany Ross and a LEAP (Listen, Empathize, Agree, Partner) training session by Sarah Cranbury. Tiffany discussed mental or behavioral crisis recognition and crisis de-escalation skills. Sarah's presentation focused on educating the public about the unmet needs of persons with serious mental illness and anosognosia ("denial" of illness) which impairs common sense judgment about the need for treatment and services for mental illness. The afternoon program included the presentation of the Emergency Action Plan by the Safety Committee, and a video presentation on earthquake emergency (Drop, Cover, Hold On) and active shooter preparedness training (Run, Hide, Fight). The retreat concluded with a painting workshop with Natalee of Lady Nouveau.

All fulltime employees now have access to the COR (County of Riverside) Learning system. COR Learning enables them to take an online course on Employee Harassment Prevention and Employee Workplace Violence Awareness.

Jimmy participated as a scorer for the Riverside County Mock Trial Competition held on February 20. Also, he will be teaching a class on "Introduction to Law and Analysis" in March. The class is designed to provide researchers without a legal background, an introduction to the American legal system, how to use Westlaw and LexisNexis, and how to "think" like a lawyer when conducting legal research.

Mahum and I attended the SCALL Institute "Artificial Intelligence: Machine Learning Demystified" held on February 22 in Santa Barbara.

We received 17 applications for the fulltime library assistant two job openings. We interviewed 5 applicants last week and two of them are internal candidates. We will be making an offer to one external and one internal candidate.

Victoria will be attending the SHRM State Legislative & HR Conference on April 2-5.

E. Adoption of New Library Rules of Conduct

The Board suggested to modify the proposed new rules of conduct and present it to the board for adoption at the next month's meeting.

F. Maintenance of Law Library Building

Discussion is deferred to next month's meeting.

G. Acceptance of 2017-2018 Auditor's Report

Eden and Brandon from Eadie and Payne, LLP presented the library's audited financial statements for the year ended June 30, 2018. The library's net position decreased by \$50k, general fund increased by \$15k, and capital outlay fund is better than last year. Library's income went up and expenses went down. Per GASB 75, the library's liability for post-employment benefits other than retirement of \$320k is posted separate from pension liability. The auditors recommended that the General Fund and Capital Outlay Fund be combined for efficiency as it will eliminate the extra step of accounting for transfers between funds. It also recommended to add a budget to actual income and expense reporting to allow the board to make budget adjustments during the year as needed.

The acceptance of the final auditor's report was moved by Joseph Peter Myers, seconded by Judge Lucky, voted upon and motion carried.

H. Acceptance of the January 2019 Financial Report

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

IV. CLOSED SESSION:

A. At 1:05 pm Robert Dunn 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 Release
- Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

B. At 1:39 pm Robert Dunn 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, April 5, 2019 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 2:03 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Robert Dunn, Vice-President
Riverside County Board of
Law Library Trustees