

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
July 5, 2019**

PRESENT

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

ABSENT

Hon. Gloria Trask

GUEST

Hon. Dorothy McLaughlin

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 12:23 pm.

II. PUBLIC COMMENT

Mr. Brown wanted to let the Board know that he is still working on completing the form that the Director provided him regarding the Pro Se program that he is suggesting for the Library, that the information provided to him by the Director was helpful, and that he is talking to educational organizations to get information he needs to complete the form. He also commented about the homelessness problem. He said that whatever the board decides on this is good.

III. REGULAR SESSION

A. Acceptance of July 5, 2019 Meeting Agenda

It was moved by Judge Lucky, seconded by Joseph Peter Myers and was unanimously voted upon to accept the agenda for the July 5, 2019 meeting.

B. Approval of the Minutes of June 7, 2019 Regular Meeting.

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

C. Director's Report

June Programs:

4 Family Law workshops with 48 attendees. The IELLA clinic on June 18 had 6 attendees. Civil Appeals Workshop on June 27 had one attendee. "Online Legal Research Series: Westlaw", the first in the series of online legal research classes taught by Jimmy was held on June 25 and had 6 attendees (4 in Riverside & 2 in Indio). Lawyer in the Library program in Indio held on June 13 helped 3 patrons by volunteer attorney Brad Faber. Probate Clinic in Indio held on June 21 helped 5 patrons by volunteer attorney Angel Coleman.

Mahum and Theresa attended the Elder Abuse Symposium held in Riverside on June 5. It had more than 500 attendees and 125 people stopped by the library's exhibit table.

New employees who started in June: Matthew Diep as regular part-time library assistant and Mariah Clark as substitute library assistant. Rafika's last day is August 5, she is moving on to pursue graduate school. Gianna's last day is July 26, she is moving out of state. We received 8 applications for the two full time library assistant positions and have two internal candidates.

Isaac, the library assistant in Indio tendered his resignation on July 3rd.

Action Items:

- Confer with Judge Lucky regarding CMS to use for library's website redesign.
- Provide a "New Trustee Onboarding Info Packet" for Judge McLaughlin, e.g. Bylaws, Board members roster, annual report, etc. per Judge Levine's request.

D. Acceptance of May 2019 Financial Reports

It was moved by John Boyd, seconded by Joseph Peter Myers, was affirmatively voted upon, and motion carried.

Action Items:

- Provide the Board an expense report on legal counsel services (FY 2018-2019) and on the renovation project to date.
- Check how much we have in the RAM account and if it is included in the financial report.

E. Policy re Filming in the Library

The Board provided its opinion on the draft policy regarding filming in the library. The Board expressed concerns about hot-button issues that can come up when deciding under what circumstances filming in the library will or will not be allowed for commercial purposes and unlike the Courts, the Library does not have the resources to handle the processes that need to be established to allow filming in the library such as providing security after hours and setting criteria for determining what, where, when and who are permitted to film in the library. The Board reiterated its position to prohibit filming in the library because it is not consistent with the law library's core purpose.

F. Library Interior Remodel/Upgrade – Action Items List

The Board reviewed the list of action items provided by the Director for the light remodel and cosmetic upgrade of the library space. President Levine agrees that the library needs to do all the action items on the list such as installing PA system and security video-camera and upgrading the staff and public restrooms to be ADA-compliant. President Levine instructed the Director to start getting bids for these items.

G. MOU with County to establish parameters of relationship regarding maintenance of library building.

This item is deferred to next meeting.

Action Item: Email John Boyd to follow up with arranging a meeting with CPA regarding recommended cash reserves that library should keep.

H. Renovation Project Board Retreat

Judge Levine directed to hold off on this item until MOU with County regarding the facility maintenance of the library building has been completed.

IV. CLOSED SESSION:

A. At 1:09 pm President Michele Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to:

- Cal. Govt. Code §54957 (b) – Public Employee Performance Evaluation - Director
- Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

B. At 1:18 pm President Michele 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, August 9, 2019 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:30 pm.

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

APPROVED: Michele Levine
Michele Levine, President
Riverside County Board of
Law Library Trustees