

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
August 9, 2019**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Vice President
Hon. Irma Asberry
Hon. Jackson Lucky
Victoria Williamson, Secretary

ABSENT

Hon. Gloria Trask
Joseph Peter Myers, Esq.
John Boyd, Esq.

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 requested that the library add 2 or 3 more hours on a Saturday because he has seen an increase in the number of people in the library on Saturdays. He requested to add 3 more computers because he has seen that most computers are used by homeless people and suggested putting a time limit on the use of the computers. He said that the Westlaw class he attended is good and was supposed to have a follow-up class on Westlaw Edge. He asked to have a Westlaw representative come and do the presentation. He said that the library has good workers and that Mahum has done a great job. She listens and explains things.

III. REGULAR SESSION

A. Acceptance of August 9, 2019 Meeting Agenda

It was moved by Judge Lucky, seconded by Judge Asberry and was unanimously voted upon to accept the agenda for the August 9, 2019 meeting.

B. Approval of the Minutes of July 5, 2019 Regular Meeting.

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

C. Director's Report

July Programs:

- 3 Family Law workshops with 28 attendees. The IELLA Clinic on July 19 had 6 attendees. No Civil Appeals Workshop held in July.
- "Online Legal Research Series: CEB OnLaw" class held on July 30 had 13 attendees.
- MCLE class on "Domestic Violence Restraining Orders" (joint program with IELLA), had 20 attendees, 7 attorneys have pledged to volunteer at a future IELLA Clinic.
- Lawyers in the Library program on July 11th in Indio assisted 6 patrons by volunteer attorneys Naomi Berkowitz and Gene Stillman.
- Probate Clinic on July 12th in Indio assisted 4 patrons by Atty. Angel Coleman.
- Family Law Clinic on July 17th assisted 11 patrons by Natalie Keller and Clint Miller.

New fulltime library assistant in Riverside, Naila Popat started on July 30.

Jimmy attended the 2019 AALL Conference "Capitalizing on Our Strengths" held in Washington, D.C. and wrote a blog piece about his first conference experience. He spoke at the Temecula Legal Scholars program on "Alternatives to the Law" held on July 29 which had 29 attendees. Jimmy's last day was July 30. He accepted an offer to work for UCI Law School Library.

D. Acceptance of June 2019 Financial Reports

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

E. No Filming in the Library Policy

Motion to adopt the "No Filming in the Library Policy" was made by Judge Lucky, seconded by Judge Asberry, was voted upon, and motion carried.

Action item: Add a statement in the conference room policy regarding limiting video-recording in conference rooms.

F. Library Interior Remodel/Upgrade – Action Items List

Victoria met with Marty regarding the list of action items for the library remodel project. Marty identified the items on the list that are maintenance items and construction work items that require permits. The Board was provided with a copy of the updated list of action items, a program map showing the proposed changes to the layout of the library space, and the program budget prepared by Marty of Tilden-Coil.

The Board agrees that the library needs to have an ADA-compliant entrance, to address the electrical, heating and ventilation issues, upgraded computer systems, and additional conference room spaces. Judge Levine stated a need to have a committee to work along with Victoria to get some timelines in place to get the remodeling project going. With respect to the electrical, heating and ventilation, the Library can ask Marty to help and to provide the Board with a flow chart for the various stages of work that needs to be done, such as installing energy-efficient window coverings, ADA-compliant entrance and restrooms, and the timeline for each scope of work.

Judge Levine also stated that we can use the money in the RAM account to purchase artwork and plan for creating a space for the art display and a dedicated wall for “employee of the month” or service recognition for staff.

Judge Levine, Judge Trask and Judge Lucky will be on the committee.

Action Items:

Victoria will ask Marty to prepare a flow chart for the remodeling project including the various stages of work, timelines, and an estimate of soft costs for the project.

Judge Lucky will inquire about movable furniture for the flexible use of the Atrium space.

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

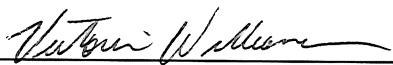
John and Victoria had a conference call with Alicia, the Library’s CPA regarding the recommended dollar amount that the library should maintain in reserves. Alicia will be looking into it and will have something to present to the board.


IV. CLOSED SESSION:

- A. At 1:10 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 [This item is deferred to next meeting].
 - Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).
- B. At 1:20 pm President Michele Levine reconvene to open session and reported action taken to allow for the contract to move forward.

V. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, September 6, 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, Secretary
Riverside County Board of
Law Library Trustees

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