

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
January 3, 2020**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Vice President
Hon. Irma Asberry
Hon. Jack Lucky
John Boyd, Esq.
Victoria Williamson, Secretary

Absent

Joseph Peter Myers, Esq.

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 12:14 pm.

II. PUBLIC COMMENT

Mr. Brown wished the board a happy new year.

III. REGULAR SESSION

A. Acceptance of January 3, 2020 Meeting Agenda

It was moved by Judge Lucky, seconded by Robert Dunn and was affirmatively voted upon to accept the agenda for the January 3, 2020 meeting.

B. Approval of the Minutes of December 6, 2019 Regular Meeting.

Judge Lucky suggested to change the last line, last paragraph of Item H to read: "Jeff is willing to attend planning meetings regarding the library remodel." John Boyd moved to approve the minutes as modified. It was seconded by Robert Dunn and affirmatively voted upon to approve, as modified, the December 6, 2019 meeting minutes.

C. Director's Report

County Supervisor Manuel Perez is scheduled to meet with the Director on January 7, 2020 regarding the reappointment of John Boyd and Joseph Peter Myers. Supervisor Perez would like to get some insights about these reappointments and about the library.

December was a slow month for the library, only one Family Law Workshop was held, with one attendee. The IELLA Legal Clinic held on December 17 in Riverside had 7 attendees. The Lawyers in the Library program held on December 12 in Indio assisted 5 individuals. The Probate Clinic held on December 13 in Indio assisted 5 patrons.

The Annual Holiday Dinner was held on Saturday, December 14 at Lulu's California Bistro in Palm Springs. There were 11 staff members and one Trustee who attended.

The Patron Incidents Report provided to the board showed 27 patron incidents occurred in the last three months. A significant number of these incidents involved individuals loitering and harassing staff members. A monthly patron incidents report will be included in the Director's Report.

D. Acceptance of November 2019 Financial Report

It was moved by Judge Lucky, seconded by John Boyd, and was affirmatively voted upon to accept the November 2019 Financial Report.

E. Adoption of Patron Incident Policies & Procedures

John Boyd commented positively on the proposed patron incident policies and procedures. He also suggested that the provisions relating to the security guard, once a decision is made to hire one, need to be more integrated into the procedures.

President Levine acknowledged and thanked the staff members who worked with the Director on the proposed draft and asked them to introduce themselves to the board. Naila Popat and Michael Van Aken are full time library assistants who worked 50% of their time in public services and 50% in technical services. Elvira Flores, SEIU Work Site Organizer was also present.

Judge Lucky suggested to reformat, to the extent possible, the guidelines by topic and have the sheet for each topic laminated and readily accessible to staff on their desk as a quick-reference guide.

A motion to adopt the proposed Patron Incident Policies & Procedures, pages 1 thru 6, was made by John Boyd and seconded by Judge Asberry. It was affirmatively voted upon to adopt the Patron Incident Policies & Procedures, pages 1 through 6.

F. Security Service Agreement Proposal

The board is not opposed to the idea of hiring a security guard considering the number of patron incidents that occurred in the last three months. However, the Board would like to see a security service that provides more than just a visual deterrence. The Director will obtain a copy of the contracts that the County has with other vendors to compare the scope of services.

G. Library Remodel

Holt Architecture sent its Civil Engineer, Jeff and his team to the library on December 11 to do the survey of the outside of the building. Matt and Jose came to the library on December 19 and measured all the rooms in the first floor and mezzanine to make sure that the measurements they have on the Space Planning software match with the actual measurements of the library's physical space.

IV. ADJOURNMENT / NEXT MEETING

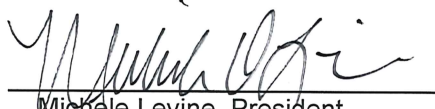
The next scheduled meeting of the Board of Law Library Trustees will be on Friday, February 7, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:14 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Michele Levine, President
Riverside County Board of
Law Library Trustees