

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
November 8, 2024**

PRESENT

John Boyd, Esq., President
Hon. Cheryl Murphy
Hon. Harold Hopp
Hon. Johnnetta Anderson
Hon. Magdalena Cohen
Yoginee Braslaw, Esq.
Victoria Williamson, Secretary

ABSENT

Hon. Kira Klatchko, Vice President

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 Boyd at 12:18 pm.

Judge Anderson attended by video-conference from the Temecula Law Resource Center.

II. PUBLIC COMMENT

No members of the public present.

III. REGULAR SESSION

A. Acceptance of the Agenda

It was moved by Yoginee Braslaw, seconded by Judge Murphy, affirmatively voted upon unanimously, and motion carried.

B. Approval of the Minutes of October 11, 2024 Regular Meeting

It was moved by Judge Murphy, seconded by Judge Cohen, affirmatively voted upon by a majority, and motion carried. Judge Hopp abstained.

C. Airducts Repair Project Update

Victoria stated that Ryan received the 90% drawings which he is reviewing for constructability feedback. Once his feedback is incorporated into the design, IMEG will issue the 100% drawings which he will use to develop the estimate and schedule that he will submit to the Board.

D. Indio Branch Relocation Project Update

- The Architectural design plans for the Palm Spring Courthouse space were approved by Wildan on October 8th, submitted to County Fire for review on October 16th, Plan Check fee was paid through Journal Voucher on October 18th.
- Construction final proposal was received on October 29th
- Met with moving company in Indio on October 8th, and the cost proposal of \$6800 for the move was received on October 18th.
- Met with furniture company in Indio on October 8 & 21. Additional site visit was done on October 28th to check the shelves and end panels to get an accurate cost estimate and proposal for the new furniture.
- Project timeline has changed with construction to start in December and a target date of final completion in March 2025.

E. Director's Report

A written report including a list of library programs, staff activities, library usage, collection and database usage statistics, social media engagement for the month of October was

provided to the Board with the Staff Monthly Briefing newsletter and Patron Incident Report attached. Victoria pointed out that 10 patron incidents occurred in October and two were from repeat offenders. One of them has been suspended for 6 months and the other for 1 year.

In response to President Boyd's question related to the security guard and whether there is a set protocol that is being followed by staff when handling these incidents, Victoria stated that the library patron incident policies and procedures lay out the steps on what to do and when a patron is issued a suspension, and it includes a procedure for appeal.

F. Associate Director Position

President Boyd reminded the trustees that Victoria will be retiring in 2026 which brings up the opportunity to consider the possibility of hiring an Associate Director.

Victoria provided the Board with the Associate Director job description. Several questions were raised including questions about the salary range, the essential duties, and the timeline for when to start the hiring process.

The Board agreed to bring this item up for discussion at the next meeting.

President Boyd will email Brad to get his opinion on some of the questions that were raised at this meeting.

G. Acceptance of September 2024 Financial Report

It was moved by Judge Hopp, seconded by Judge Cohen, affirmatively voted upon unanimously, and motion carried.

IV. Closed Session

President Boyd announced at 12:52 p.m. that the meeting will go into closed session for the Director's evaluation.

A. Public Employee Performance Evaluation – Director, pursuant to California Government Code §54957(b)(1).

B. Reconvene to Open Session

President Boyd reconvened to open session at 1:07 p.m. and announced that the Committee's recommendation for the Director's salary raise is tabled to next meeting.

V. ADJOURNMENT / NEXT MEETING

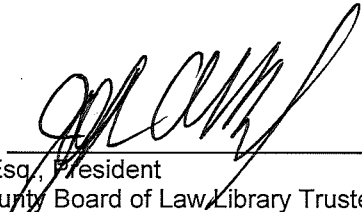
Judge Anderson moved to adjourn the meeting, seconded by Judge Cohen. There being no further business to come before the Board, the meeting was adjourned at 1:13 p.m. Next regular meeting is scheduled for December 13, 2024, at 12:15 pm.

MINUTES:



Victoria Williamson, Recording Secretary
Riverside County Board of Law Library Trustees

APPROVED: _____



John Boyd, Esq., President
Riverside County Board of Law Library Trustees