

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
December 13, 2024**

PRESENT

John Boyd, Esq., President
Hon. Kira Klatchko, Vice President
Hon. Cheryl Murphy
Hon. Magdalena Cohen
Yoginee Braslaw, Esq.
Victoria Williamson, Secretary

ABSENT

Hon. Harold Hopp
Hon. Johnnetta Anderson

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 12:23 pm.

Judge Klatchko attended by video-conference from the Indio Branch.

II. PUBLIC COMMENT

No members of the public present.

III. REGULAR SESSION

A. Acceptance of the Agenda

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

B. Approval of the Minutes of November 8, 2024 Regular Meeting

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

C. Airducts Repair Project Update

Victoria stated that Ryan had an emergency at one of his projects and can't attend this meeting. However, Ryan informed Victoria that he received the 100% drawings from IMEG which he is reviewing and getting feedback on. Once he is done reviewing the drawings, he will put together the final proposal and cost estimate which he will present to the Board for consideration.

D. Banking and Cash Reserve Deposits

President Boyd suggested that the Board consider looking into investing its cash reserve deposits where it can earn higher rate of interest. The Citizens money market account has 1.4 million with .10% annual percentage yield earned. The Provident copier account has \$177k with a .050% annual percentage yield earned. The Board may want to consider rolling this to a CD account with a higher rate of interest. Judge Klatchko suggested that the Board should investigate more broadly in looking at other banks or businesses on how it can invest safely and conservatively.

President Boyd pointed out that the Library's general fund held in the County account, with an average balance of \$6.8 million has 6.22% interest rate earned which is higher than treasury bills and certificates of deposits. They discussed moving the 1.4 million from its Citizens money market account to the Library building fund which has a higher rate of interest.

A motion to transfer the 1.4 million from the Citizens money market account to the Library building fund which has a 6% interest rate was made by Judge Murphy, seconded by Yoginee Braslaw, affirmatively voted upon unanimously, and motion carried.

The Board will investigate further into transferring its Provident copier account to other high yield account. This matter is tabled for further discussion at the next board meeting.

E. Indio Branch Relocation Project Update

- GM's furniture proposal and the fabric finishes for the furniture was received and reviewed on November 26. The cost is \$86,400 which is within the expected budget. The furniture, including wheeled and stackable chairs will be ordered.

- The eZIQC contract with Angeles Construction was approved by the Board of Supervisors on December 12. Notice to proceed with the construction will be issued to the Contractor.
- Pre-construction meeting with the Contractor and Court tenants will be set for 2nd week of January. Westgroup Designs will be preparing information packets to be distributed to everyone on the team.

Victoria will contact Anna Rodriguez to inquire about the wheeled chairs for the reading area to address the concerns about potential liability for slip and fall that Judge Murphy raised at this meeting.

F. 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 November was provided to the Board with the Staff Monthly Briefing newsletter and Patron Incident Report attached. Victoria highlighted the RCBA New Attorney Academy program held in November where she, with Matthew, spoke about the law library programs and services.

President Boyd mentioned that he will have a meeting with the staff in January and February. The January meeting will be in Riverside and the February meeting will be in Indio. He invited Judge Klatchko to join him for February meeting and one other board member for the January meeting.

G. Associate Director Position

President Boyd reminded the Board about considering the possibility of hiring an Associate Director in anticipation of Victoria's retirement. Some questions were raised including whether the Board is obligated to open up the search to the public, what is the salary range, when and how the search should be conducted to make sure the Library is in compliance with the law. The question of how the Associate Director position will be impacted by Victoria's retirement and the hiring of a new Director was also raised.

Judge Klatchko suggested the idea of hiring Victoria as a consultant for six months to help during the transition period as another option in lieu of creating an Associate Director position.

Victoria will consult with the Library Counsel and report back to the Board.

H. Director's Salary Review

The Performance Review subcommittee recommended that the Director be provided with a 7.5% merit raise retroactive to March 4, 2023, a 7.5% merit raise retroactive to March 4, 2024, and an additional \$10,000 bonus for her work in non-library related work.

A motion to accept the subcommittee's recommendation was made by Judge Murphy, seconded by Judge Cohen, affirmatively voted upon unanimously, and motion carried.

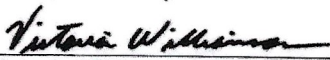
I. Acceptance of October 2024 Financial Report

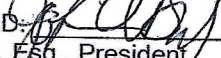
It was moved by Yoginee Braslaw, seconded by Judge Cohen, affirmatively voted upon unanimously, and motion carried.

IV. ADJOURNMENT / NEXT MEETING

There being no further business to come before the Board, the meeting was adjourned at 1:07 p.m. Next regular meeting is scheduled for January 10, 2025, 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