

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
January 10, 2025**

PRESENT

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

ABSENT

Hon. Kira Klatchko, Vice President

GUESTS

Marty Greenwood
Ryan Kahrs

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 12:15 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 Judge Hopp, seconded by Yoginee Braslaw, affirmatively voted upon unanimously, and motion carried.

B. Approval of the Minutes of December 13, 2024 Regular Meeting

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

C. Airducts Repair Project Update

Marty Greenwood introduced himself to the newer members of the board. He talked about bidding, contracting, prevailing wages, and permitting. He stated that the airducts repair project is technically a new project and not a maintenance/warranty project, and he recommended to go Gmax or GC.

As a warranty project, it can be done without public bidding but it will require a different contract. As a new project it will have to go to public bidding through the GC and Tilden-Coil will take responsibility for it, will provide insurance, will bid it out and is obligated to award to best value not necessarily to the lowest bid. If there is a mistake it will be on Tilden-Coil.

With regards to prevailing wages, it is very grey. It may not be a warranty project since no one is fixing the work, so it may not be a prevailing wage project and required to register with the DIR.

With regards to permitting, a full set of drawings is recommended to be pulled. The City has jurisdiction over permitting, plan review, and inspection. If it is a true warranty project, it would still be open and not signed out.

Ryan provided an update on the project. He said that the plan and specs have been reviewed and ready to go, just need to decide on the method of delivery. He had a meeting with SHC tenants and discussed the potential of phasing the work. The 3rd floor will be more impacted, the grey area is the 2nd floor. Kit will be talking to his people to check if they will be able to accommodate with phasing the work. If not, then the work will be done during nights and weekends. Once they know, they can write the scope of work. He also stated that they also have some scope of work on the ground level where Andy's office is, which gets extreme heat.

President Boyd asked Marty to put in writing what he presented and recommended so the Board can run it by its counsel. It needs to be spelled out in writing and included in next month's board meeting packet. He also mentioned that because Judge Klatchko is not present and will need to be filled-in with what

Marty has presented at this meeting. Having it all in writing, including the costs, will be helpful for the Board to take action on it at the February meeting.

D. Consider transfer of Provident Bank Copier Account to a high interest yield account

Victoria reported that the Citizens Business Bank money market account was closed and the \$1.4 million that was in the account was deposited in the Library's Building Fund account with the County Treasury.

President Boyd suggested to take half of the \$1.4 million in the rental property account with Citizens Business Bank and move it to a 6-month CD account. Victoria will look into what the interest rate is.

The Board agreed that the Provident Bank copier account which has \$179K can remain in the Provident Bank account.

E. Designate a trustee as check signatory in place of Joseph Peter Myers

Victoria pointed out that Joe was an additional check signatory. He served as a back-up to the Director to sign checks.

President Boyd stated that it makes sense to designate a board member who is in town, as check signatory, and suggested Yoginee, if she is willing.

A motion to designate Yoginee Braslaw as check signatory in place of Joseph Peter Myers was made by Judge Hopp, seconded by Judge Cohen, unanimously voted upon in the affirmative, and motion carried.

F. Indio Branch Relocation Project Update

Victoria talked to Anna Rodriguez, the County Project Manager, regarding the concern that Judge Murphy raised about liability risks associated with wheeled chairs. Anna asked GM Furniture if there are lockable casters on the wheeled chairs and there are none. She also stated that the wheeled chairs would be better for the library because it will be easier for staff to move them around instead of lifting them up. She is also not concerned about people accidentally falling off the wheeled chairs because the type of clientele that uses the law library in general are professional adults and not children or teens.

The project is in the stage of sending submittals and RFIs for approvals to get the construction to begin. The onsite preconstruction meeting with the architects, contractors, and courthouse tenants will be on Tuesday, January 14 at 9:30am. The library team will be able to attend via Teams to listen and participate in the meeting.

G. Director's Report

A written report including a list of library programs, staff activities, library usage, collection, database usage statistics, and social media engagement for the month of December was provided to the Board with the Staff Monthly Briefing newsletter and Patron Incident Report attached.

President Boyd expressed concern about the type of incident that occurred in the Indio branch and asked about the security there. Victoria stated that there is security in the building which is located at the front entrance of the building and the library has a back door that leads directly to where the security guard is and can ask for assistance quickly. There is also a panic button that staff have quick access to.

Victoria thanked Judge Hopp and Yoginee Braslaw for attending the Holiday Dinner and stated that staff appreciated very much having had the opportunity to engage with them at the dinner party.

President Boyd reminded the Board about his lunch meeting with the staff and invited another board member to join him. This is an informal no agenda meeting to give staff an opportunity to engage and have lunch with him.

Yoginee Braslaw stated that Staff did appreciate having board members at the Annual Dinner because they rarely have an opportunity to interact directly with the board members.

Victoria will send out the meeting invitation for January 29 or February 5 staff lunch meeting with Board President John Boyd and 1 other board member for Riverside and a date following February 5 for Indio.

President Boyd also invited all board members to seek out and attend library conferences or seminars on the future of law libraries. As law libraries are moving more towards digital collection and integrating digital technology, the board will need to plan on how to make the best use of its available space.

H. Associate Director Position

Victoria shared Counsel's response to the Board's questions from the last meeting: 1) The library does not have to advertise the Associate Director job opening to the public unless it has a policy that restricts them from doing it. The Library has no policy against limiting job opening to internal candidates. However, Counsel advised that opening it up to the public is a better policy and the library may get a better candidate. Counsel also suggested to keep it a management position, that it be clearly designated as management, including stating it as such in the job description, announcement, and any related documentation.

With respect to the option of hiring Victoria as consultant for six months, Counsel stated that it will be harder to have her qualify as an independent contractor than to hire an associate director. Victoria can be brought in as a retired annuitant but will need to look further into the CalPERS rules, as there are restrictions. It is also better to hire an associate director because the successful candidate will have already been working with Victoria, trained and prepared to step in as Director when Victoria retires.

Judge Cohen suggested another option which is to hire an Interim Director while Victoria is still the Director.

Victoria will consult with Counsel about CalPERS rules regarding hiring a retired annuitant.

I. Acceptance of November 2024 Financial Report

It was moved by Yoginee Braslaw, seconded by Judge Murphy, 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 1:16 p.m. Next regular meeting is scheduled for February 14, 2025, at 12:15 pm.

MINUTES:



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

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