

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
December 6, 2019**

PRESENT

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

Absent

Hon. Gloria Trask

Guest

Jeff Van Wagenen
Sgt. Steve Goodson

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 Vice President Robert Dunn at 12:20 pm.

II. PUBLIC COMMENT

No members of the public were present.

III. REGULAR SESSION

A. Acceptance of December 6, 2019 Meeting Agenda

It was moved by Judge Lucky, seconded by Joseph Peter Myers and was affirmatively voted upon to accept the agenda for the December 6, 2019 meeting.

B. Approval of the Minutes of November 1, 2019 Regular Meeting.

It was moved by Judge Asberry, seconded by Joseph Peter Myers, was affirmatively voted upon to approve the November 1, 2019 meeting minutes.

C. Director's Report

Judge Trask resigned from the Board due to her family and church commitments. A copy of her resignation letter is included in the board meeting packet.

November Programs: 2 Family Law workshops in Riverside had 13 attendees. The Lawyer in the Library program held on November 14 in Indio assisted 14 individuals by volunteer attorneys: Tom McDermott, Brock McClellan and Gene Stillman. The Probate Clinic held on November 8 in Indio assisted 13 patrons. Library tour held on November 7 in Riverside had 33 UCR paralegal program students in attendance.

The new Public Services Library, Vanessa Christman will start on December 11. Prior to joining RCLL, Vanessa worked as law library manager for Nevada and El Dorado counties, and as assistant/department director for a number of public libraries including the City of Dixon, San Rafael and Santa Barbara, and Humboldt County. Most recently, she worked for the City of Riverside Public Library where she managed the day to day operation of 8 branch libraries, oversaw programming and public services, created staff training materials, and was responsible for de-escalating and responding to challenging customer complaints. Vanessa earned her Masters of Library and Information Science from Drexel University and B.A. in Anthropology, Latin American from UC San Diego. A copy of her resumé is included in the board meeting packet.

Status Report re Staff Safety Concerns:

- 1) Angela was placed on paid administrative leave from Nov. 12 thru Nov. 27.

- 2) The court granted a temporary workplace violence restraining order for Angela. The court hearing is set for December 12, 1pm in the Riverside Superior Court, Moreno Valley Branch.
- 3) Cost estimates were obtained from three security service providers: Allied Universal Security Services, the company that serves the Self-Help Center; General Security Service, Inc., is the company that serves the District Attorney's office building. A cost-comparison chart is included in the meeting packet.
- 4) The Mezzanine area is closed to the public one hour prior to library closing.
- 5) The Library obtained a "no trespassing/no loitering" sign authorization from RPD. "No trespassing/no loitering" signs will be posted around the library building.
- 6) The proposed policies and procedures for preventing, responding and reporting patron incidents has been drafted for Board consideration.
- 7) The Library plans to hold a staff training which will include: 1) Team Building workshop (with Gary Kramer from WITS), 2) Patron Incidents Policies & Procedures: walk-thru, role-play, and Q & A., and 3) Q & A session with RPD officer/s.

Sgt. Steve Goodson provided the Board with an overview of the resources available at RPD for dealing with issues involving homeless individuals. He talked about crime prevention through environmental design of the facility and suggested several ways to make the library unattractive to vagrants and transients such playing classical music in the area, closing off sources of water and electricity, locking up trash bins, and installing a security camera at the library entrance. He talked about RPD's Public Safety and Engagement Team (PSET) program which is a multi-department approach to maintaining order in public spaces and at the same time providing resources to homeless individuals to help them get out of homelessness. Employees from homeless outreach, mental health, public works and the police will come out as part of a team to address issues of vagrancy and homeless encampments.

D. Security Service Cost-estimates

A cost estimate from three security services companies were provided to the Board. Jeff Van Wagenen mentioned that the County uses a 24-hour security guard service for the CAC, EDA and DA buildings. He suggested that it would be wise to use the same company that serves these County buildings and piggy-back on the County's contract.

E. Adoption of Patron Incidents Policies & Procedures

Elvira Flores, SEIU representative requested that this agenda item be withdrawn from today's meeting because the bargaining unit members were not ready to submit their proposed changes to the *Patron Incidents: Policies & Procedures* draft version 4 which was provided to them on December 3, 2019.

Action on this item is deferred to next month's meeting.

Judge Levine suggested that Victoria inform Elvira that the Board will proceed with taking action on this item at the January 3 meeting. It is imperative that the *Patron Incidents: Policies & Procedures* be established so that the staff safety concerns with respect to the day to day issues of dealing with challenging patrons are resolved.

F. Acceptance of October 2019 Financial Report

It was moved by Judge Lucky, seconded by Joseph Peter Myers, was affirmatively voted upon to accept the financial report for October 2019.

G. 2018-2021 MOU Side Letter re Deferred Compensation Plan

A motion to authorize the Director to execute the Side Letter to the 2018-2021 MOU with SEIU regarding a voluntary deferred compensation plan was moved by John Boyd, seconded by Judge Lucky, was affirmatively voted upon and motion carries.


H. Library Remodel

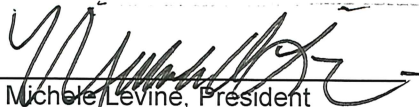
Judge Levine provided Jeff Van Wagenen with an overview of the library's state-of-affairs and relationship with the County, its origins and current arrangement with the County with respect to maintenance of the library building including the space for the Self-Help Center. As part of the County's obligation to the Courts, the County, not the State, subsidize the maintenance costs for the Self-Help Center. The County, by statutes, was responsible for the law library space but how much space is not specified. When the County undertook a \$1M renovation of the Self-Help Center, no structural retrofitting was done, the electrical and HVAC system issues were not addressed, and stop-gap measures were taken without input from the Library.

Jeff Van Wagenen provided the Board with an overview of his core responsibilities and authority as Asst. County CEO for Public Safety. He said that he is a fan of the law library and it is important to address the issue of formalizing agreements. By having certain agreements in writing, starting with the HVAC piece, he can present it to the Board for action, and start building on that record. As much as he pay the bills, it is still the Board of Supervisors who have the final say. It will be Rob and Jeff who will need to meet with the Presiding Judge to identify issues and find a joint resolution. Jeff looked at the Library budget and noticed that there were no funds from the County. In terms of interaction, Jeff stated that his role is more of an advocate for the groups that he works for. He needs to identify who he will be contacting. He mentioned his analyst, Sharon Williams. He will be talking to Victoria with regards to the building and the remodel. He suggested to consider possibly making the law library a branch of the County library systems and mentioned the Edward Dean Museum as an example. Jeff is willing to attend planning meetings for the library remodel.

IV. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, January 3, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:49 pm.

MINUTES: 
Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

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