

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
July 10, 2020**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Vice President
Hon. Jack Lucky
John Boyd, Esq.
Hon. Jacqueline Jackson
Hon. Cheryl Murphy
Victoria Williamson, Secretary

Absent

Joseph Peter Myers

Guests

Hon. Dorothy McLaughlin
Marv Paull

I. CALL TO ORDER

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees held via teleconference was called to order by President Michele Levine at 12:17 pm.

II. PUBLIC COMMENT

No members of the public attended this Webex meeting.

III. REGULAR SESSION

A. Acceptance of July 10, 2020 Meeting Agenda

It was moved by Judge Lucky, seconded by Robert Dunn, and was affirmatively voted upon to accept the agenda for the July 10, 2020 meeting.

B. Approval of the Minutes of June 5, 2020 Regular Meeting.

Judge Murphy moved the approval of the minutes of the June 5, 2020 meeting, seconded by Judge Lucky, affirmatively voted upon, and motion carried.

C. Bylaws amendment re Trustees' Term of Office

This item is deferred to next month's meeting. Judge Levine has looked at the bylaws of CJA, Contra Costa Law Library and regular public libraries and looking at a 3-year term of office for trustees.

D. Director's Report

June online programs: Taxpayer Clinic, Free Debt Assistance ICLS program held on June 23 had 9 participants.

Staff responded to 135 inquiries/reference questions in June.

	Riverside & Temecula	Indio
By phone:	80	36
By email	14	5
TOTAL:	90	41

Jenna received a SCALL grant to attend the AALL Virtual Conference to be held July 13-17.

June Database Usage Statistics

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	16	159	39	47	20
Fastcase	Logins	Transactions	Searches	Doc Views	Print

	43	372	137	223	12
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	212	4	7	0	13

The Library renegotiated its Westlaw contract to include an upgrade to Westlaw Edge and is working with Biztek to enable patrons to access the library's public computers remotely.

The library security cameras and PA system were installed on Friday, June 5. This is a one-time purchase of a video recorder with 12 camera licenses, 30 days recording, and a PA system. The security camera system records motion 24/7 and the video recordings are stored on the library server for 4 weeks only. The software can handle storage for a 1 - 2 years but will need to buy additional hard drive and server. The library server room currently does not have the space to house the additional hard drive and server. The decision on the length of time for storing the video records depends largely on liability and worker's compensation claim considerations. Generally, retail establishments and organizations similar in size as the library keep video records no more than 4 weeks. When an incident or accident occurs, the library would want to investigate into the incident and retrieve the video record sooner rather than later.

Victoria met with the SEIU representative to discuss the Library Safe Reopening Plan on June 9. SEIU accepted the plan with minor edits.

Judge Jackson shared with the board how the courts are doing and mentioned that there had been a few outbreaks in the PD and that the courts are slowly trying to get hearings back. Judge Levine appreciated knowing what is going on in the courts and sharing that knowledge with the library. She asked to have a meeting with the library staff to check how they are doing and to express her appreciation of their work during this difficult period.

Judge Levine asked the board to review the library's safe reopening plan that is included in the board packet and to bring up their comments at the next board meeting for discussion.

Governor Newsom approved the State Budget which included a \$7 million one-time general fund appropriation for county law libraries to backfill the reduction of filing fee revenue due to COVID-19 Pandemic.

E. Post-Retirement Medical Benefits Actuarial Valuation Report

The purpose of the actuarial valuation report is to make sure that by the time people retire, there is sufficient amount of surplus to cover the cost of the medical benefits in accordance with GASB 75. There is no required contribution but the liability accrues whether there is or there is no contribution. The numbers on the report are based on the census data of the people who are in the plan, how long people live, how many terminate and future payments. Key assumptions include mortality, mix of male and female participants which has changed from 17% to 9% male and 83% to 91% female. This increases liability and long-term costs. GASB 75 is calculated as a percentage of pay. It is a fixed dollar amount and has changed from 3% to 2.75%. Termination rate is high in 2018, lots of volatility in those numbers, very stable year to year. It is redone every two years. Termination rate will change, increase from 8% to 15%, a lot of people in their 30s increase to 4%. The liability is \$272k compare to last time which was \$300k. We have younger people in the plan and the present value of those is less. There is not much of a reduction in the expenses. The expense for 2019/2020 is \$46,136.

With regard to the question of whether it is recommended that the board set aside the amount for the total accrued liability, the board will need to consider how much it wants to have that benefit for the staff and guarantee that the money will be there. If the library has a separate irrevocable trust, that assets will earn more money in interest. However if it is invested, the interest will go in the trust, the liability and costs go down.

President Michele Levine suggested the board to look into increasing the amount of the benefit and consider the possibility of funding the post-retirement medical benefits for staff to reward them for staying longer with the library.

F. Acceptance of April 2020 Financial Report

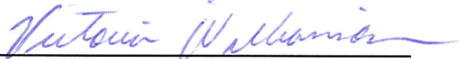
A motion to accept the April 2020 Financial Report was made by Judge Lucky, seconded by Robert Dunn, affirmatively voted upon, and motion carried.

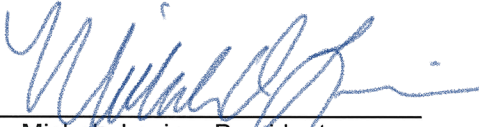
G. Acceptance of FY 2020-2021 Budget

John Boyd moved to accept the FY 2020-2021 Budget as it is, showing a deficit with the qualifiers laid out by Robert Dunn with regards to the abnormal circumstances in the last six months. The filing fee revenue and other funding sources for the library such as parking lot income and unusually low interest rate in investments, have been adversely affected by the pandemic. Judge Jackson seconded the motion, was affirmatively voted upon and motion carried.

IV. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, August 7, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:37 pm.

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

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