

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
August 7, 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

I. CALL TO ORDER

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees held via Zoom was called to order by President Michele Levine at 12:13 pm.

II. PUBLIC COMMENT

No members of the public attended this meeting.

III. REGULAR SESSION

A. Acceptance of August 7, 2020 Meeting Agenda

It was moved by Judge Lucky, seconded by Judge Murphy, and was affirmatively voted upon to accept the agenda for the August 7, 2020 meeting.

B. Approval of the Minutes of July 10, 2020 Regular Meeting.

Judge Lucky moved the approval of the minutes of the July 10, 2020 meeting, seconded by Judge Jackson, affirmatively voted upon, and motion carried.

C. Director's Report

July online programs: July 8 MCLE class on Professional Responsibility & Technology: What Every Legal Team Needs to Know presented by Michael Swarz and Nicole Clark of Trellis Research had 28 attendees. July 15 Virtual Legal Trivia program cohosted by Jenna and Vanessa, had 4 attendees. July 28 Low Income Taxpayer Clinic hosted with ICLS presented on innocent spouse relief, had 10 attendees.

Staff responded to 128 inquiries (60 reference questions) in July.

	Riverside & Temecula	Indio
By phone:	60	36
By email	26	6
TOTAL:	86	42

Jenna and I attended the AALL Virtual Conference *Unmasking Your Potential* held July 13-17. A blog piece I wrote about the Keynote session *How to Master Your Mind: Learn Anything & Become Limitless* was posted on the library website. Jenna wrote about the session on *Responsibility, and Revolution: Difficult Conversations and a Call to Action* which was posted on our blog and an article sharing her first AALL Conference which will be published in the SCALL eNewsletter.

The Website Redesign Project team is doing research and background work prior to meeting with additional website redesign companies. It is preparing a "Product Brief," outlining the project's goals, scope, requirements, budget, timeline; usability checklist for

the current website or have a freelance usability specialist to do the usability assessment of the current website. The team is also reviewing Craft CMS as potential alternative to using WordPress, and looking into a company that works with Craft CMS, in addition to Raincross and Libby that work with WordPress

Judge Lucky raised his concerns about the web content accessibility of the library's current website and that Craft hasn't done much with respect to making its CMS compliant to WCAG 2.00AA, as compared to WordPress. He suggested making content accessibility of the library website a priority and not to fall for a niche CMS. John Boyd agreed and stated that he have seen lawsuits filed over companies' inability to make their website ADA accessible.

Number of remote logins to Ebsco-Host is 9; Fastcase 39; HeinOnline is 22.

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	9	32	22	15	10
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	39	344	86	248	10
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	22	5	4	0	4

The Library converted its current multi-year LexisNexis Print collection to Print/Digital collection. This means the library will have both the hard copy books and ebooks (on the Overdrive Digital Library Platform) of all the Lexis Nexis titles that it currently subscribes and will have remote access to its Lexis Nexis digital collection for patrons.

President Levine reported that she met with the staff and thanked them, on behalf of the board, for their hard work during this difficult time. She also wrote a letter to Letitia thanking her for memorializing her appreciation of the quality of service she received from the library staff during this pandemic. She addressed the top issues brought up by the staff. One is the question about the security guard and whether there will be a security guard moving forward after the pandemic. She assured them that the library will have a security guard during library's opening and closing times. The other concern is the HVAC in the library and staff feels they have to wear mask in the library. She stated that the accessibility and habitability of the library for staff and patrons is the priority.

E. Library HVAC Upgrade or Light Remodel

President Levine and Judge Lucky met with Kandice Attridge of Tilden-Coil. She expressed frustration about the habitability of the library. The cosmetic remodel of the library must have separateness of space in terms of using the library and mitigate the spread of the disease. She wants to move forward to get an HVAC upgrade. The architect suggested to do the light remodel for the same cost to do the HVAC upgrade for the first floor addition of the library.

President Levine suggested to, first, get a firm bid for HVAC upgrade for the whole building. Once that is done, to let the Self-Help Center know how they will be impacted by this work. Secondly, to do the staff restroom. The cost is fairly substantial but it can be justified. It is a \$5 million project. The cosmetic upgrade would be \$800k based on the quotes, can be done at a later time.

Robert Dunn asked if the amount include the cost to do the work on the electrical system and suggested to make sure that doing this work will not overload the system. John agreed and he recalled about issues with the electrical systems, that the wirings are

hooked to a main box that are no longer being used. He also agreed that the best way to spend the money is to hold off on the cosmetic remodel.

President Levine and Judge Lucky will meet with Kandice and the Architect to get moving on this quickly and get it finalized and presented to the board for approval. Judge Lucky is available in the afternoon of next week.

Action items: Need to have a contingent plan in case someone tested positive with COVID 19. Victoria will contact Brad to ask for a sample written plan on what to do when a staff tested positive for COVID-19. We need to have a written set of procedures and tasks list to know how to go about once we learn that someone tested positive.

Judge Jackson suggested to contact Dr. Kaiser to come to the library to do the program he did for the courts about what to do when someone tested positive for COVID 19.

John Boyd stated that HIPPA is for personal privacy protection. The first that they do at his firm is to ask the staff if they can share their information. The second thing to ask, is this information reported to the local authorities, if so, then they have the authority to what they are able to share with other employees. They define that and who they can allow to share that information.

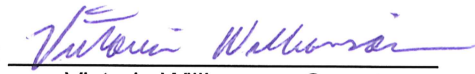
D. Acceptance of May 2020 Financial Report

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

IV. ADJOURNMENT / NEXT MEETING

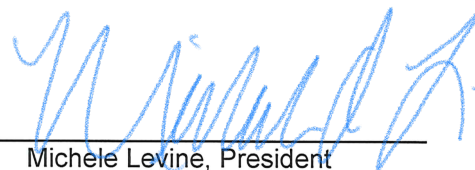
The next scheduled meeting of the Board of Law Library Trustees will be on Friday, September 4, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:12 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Michele Levine, President
Riverside County Board of
Law Library Trustees