

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
October 2, 2020**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Vice President
Hon. Jacqueline Jackson
Hon. Cheryl Murphy
Victoria Williamson, Secretary

Absent

Hon. Jack Lucky
Joseph Peter Myers, Esq.
John Boyd, Esq.

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 12:26 pm.

II. PUBLIC COMMENT

No members of the public present at this meeting.

III. REGULAR SESSION

A. Acceptance of October 2, 2020 Meeting Agenda

It was moved by Robert Dunn, seconded by Judge Jackson, and was affirmatively voted upon to accept the agenda for the October 2, 2020 meeting.

B. Approval of the Minutes of August 7, 2020 Regular Meeting.

Judge Jackson moved to approve the minutes of August 7, 2020 regular meeting, seconded by Judge Murphy, affirmatively voted upon, and motion carried.

C. Approval of the Minutes of August 31, 2020 Special Meeting.

Deferred to next month's meeting due to a lack of quorum to approve the August 31, 2020 Special Meeting minutes.

D. Director's Report

August & September Online Programs:

- Hitting the Next Legal Research Gear – How AI-Powered Analytics Can Improved Your Litigation Strategies for Cal. State Court Litigation presented by Michael Swarz of Trellis Research, held on August 5, had 3 attendees (5 registered).
- Oh no! I Got a DUI, What's going on? Presented by Robin Johnson, held on August 17, had 5 attendees (9 registered).
- ICLS Low-Income Taxpayer Clinic on Debt Collection held on August 25 had 1 attendee (7 registered)
- Estate Planning: Beyond the Basics presented by Andrea K. Shoup held on August 26 had 10 attendees.
- Lexis Digital Library staff training held on September 14 had 4 attendees.
- Wolters Kluwer Cheetah training held on September 15 had 12 attendees.
- Be Scam Smart program presented by ICLS on September 22 had one attendee.
- Voting Basics program presented by the Riverside County Registrar of Voters' office held on September 22 had one attendee.
- Investigate the Internet, a media literacy program presented by Jenna on September 29 had 11 attendees.

Staff responded to 123 inquiries in August and 129 in September

AUGUST Stats.	Riverside & Temecula	Indio
Online Form	11	2
By phone:	50	31
By email	28	2
TOTAL:	88	35

SEPT Stats.	Riverside & Temecula	Indio
Online Form	24	3
By phone:	40	20
By email	30	12
TOTAL:	94	35

August Database Usage Statistics:

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	9	32	22	15	10
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	41	254	67	173	14
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	12	310	17	54	4

September Database Usage Statistics:

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	6	26	24	8	2
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	7	72	30	39	3
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	34	6	4	2	2

An application for adjudication of a staff's claimed injury was filed with the Workers Compensation Appeals Board. State Fund is handling and defending this claim until a final conclusion is reached. Photocopies of the claimant's personnel records excluding any attorney-client privileged communications, was mailed out on September 30 in response to the subpoena duces tecum from the claimant's attorney.

The library applied for the Essential Business Support Fund from the State Compensation Insurance Fund (SCIF) and received \$8,168 as reimbursement for expenses incurred and/or new safety items or services directly related to COVID-19 intervention. The \$50 million relief fund was established to help policyholders to defray costs of protecting workers from coronavirus and maintaining a safe workplace.

President Levine stated that the HVAC and Electrical systems upgrade will cost \$4 - \$4.5 million. The plan is to keep the costs as low as possible and still be able to have new carpets, furniture, and new laptops for patrons. The board really have no choice because the HVAC and electrical system issues need to be addressed. She mentioned that George Johnson has retired and who will be taking his place is not yet known. She pointed out the importance of developing new relationships with the County and plans to have a face to face meeting with County Executive Officer and Chair of the Board of Supervisors. Perhaps have the Board Chair be more involved as in past years.

E. Registrar of Voters' County Employee Poll Worker Program

The Board is in favor of having library staff participate in the County Employee Poll Worker Program. President Levine stated that it is great for staff to be able to volunteer as poll worker on election day and still receive their full day salary and benefits.

F. COVID-19 Illness/Exposure Reporting & Return to Work Procedure

The Board has reviewed the draft procedure and has no further questions. Victoria contacted the SEIU representative about the proposed draft and offered her the opportunity to meet and confer. As of this date, SEIU has not responded to Victoria's email.

G. Change to CalPERS Health Benefits & Plans (PEMHCA Resolution)

Action Item: Victoria will contact the actuary to do an OPEB valuation estimate to determine how the MEC required by PEMHCA will impact OPEB liability for future retirees.


H. Acceptance of June, July, and August 2020 Financial Reports


A motion to accept the June, July, and August 2020 Financial Reports was made by Robert Dunn, seconded by Judge Jackson, affirmatively voted upon, and motion carried.

IV. NO CLOSED SESSION HELD

V. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, November 13, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:13 pm.

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

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