

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
November 13, 2020**

PRESENT

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

Absent

Hon. Cheryl Murphy

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 12:14 pm.

II. PUBLIC COMMENT

Mr. Brown asked when the library will be open to the public. He commented that some libraries like the Orange County Public Law Library is open to the public. Ms. Ellis also asked when the library will open to the public. She also asked about any MCLE classes held in the library. Board President Levine reminded them that the County of Riverside is in the purple tier and that an announcement about the library's opening to the public will be posted on the library website and on the library's physical location. She commended the library staff for the amazing job they are doing with helping the public with their questions and continuing to provide services and programs online. All MCLE classes in the library are held virtually.

III. REGULAR SESSION

A. Acceptance of November 13, 2020 Meeting Agenda

It was moved by Joseph Peter Myers, seconded by Judge Jackson, and was affirmatively voted upon to accept the agenda for the November 13, 2020 meeting.

B. Approval of the Minutes of October 2, 2020 Regular Meeting.

Deferred to next month's meeting due to a lack of quorum to approve the October 2, 2020 regular meeting minutes.

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

Action item deferred from last month's meeting: Robert Dunn moved to approve the minutes of August 31, 2020 special meeting, seconded by Judge Lucky, affirmatively voted upon, and motion carried.

C. Director's Report

Virtual programs in October: Ballot Measure Info session by League of Women Voters, held on Oct. 1, had 12 attendees. MCLE Book Talk on "Our Time is Now" by Stacey Abrams, with a presentation on Cal. Voting Rights Act by Naree Chan, Deputy City Attorney for Oakland, held on Oct. 16 had 10 attendees. Library Website Tour by Jenna held on Oct. 20 had 23 UCR Extension paralegals students in attendance. ICLS Low-Income Tax Clinic held on Oct. 27 had 2 attendees.

Staff responded to 170 inquiries in October.

	Riverside & Temecula	Indio
Online Form	17	8

By phone:	87	39
By email	16	3
TOTAL:	120	50

Jenna and Michael participated in a community outreach program “Halloween Harvest Drive-Thru” held on Saturday, Oct. 24, 4:00-8:00pm at Faith Lutheran Church in Riverside. They handed out 34 goody bags with a flyer about the law library’s online services. Approximately 60 people attended this event.

Total number of legal database remote logins in October is 53.

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	10	23	17	17	6
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	30	420	45	372	3
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	13	171	5	25	32

The Library was selected to be part of Thomson Reuters pilot program to provide a simplified process for patrons to receive complimentary remote access to Westlaw. The goal is to provide on-demand access to RCLL patrons and reduce its library staff involvement with the registration process. Under this program, patrons can call 1-800-328-4880, extension 855597 and a customer service agent will create a username and password that will provide 20 hours of access to Westlaw and Practical Law over 14 days. This line is open from 7am-7pm CT to reflect the available times most libraries are open to patrons. This program, which started Oct. 19, is in addition to the Link that is already available to patrons on the library website.

RCLL’s “Book to Action” 2021 grant application was approved. This CLA-supported Book to Action” program is administered under the LSTA. With the grant, the library will receive \$1,500 worth of books (print and electronic) to distribute for free to community members and the library selected the book “Just Mercy” by Bryan Stevenson as its Book to Action initiative; a speaker/author/moderator support ranging from \$500 – \$1,000 per participating library; and an opportunity to shape collaborative statewide virtual events coordinated by California Center for the Book and participating libraries.

The library will be required under the grant to:

- Collaborate with at least one community partner
- Actively participate in staff development, toolkit development, communication, and reflection opportunities
- Complete program requirements outlined in a timeline of March to July 2021
- Plan a Book to Action series that encourages lifelong learning, connection, and volunteerism/community engagement among adults and intergenerational groups.

Jenna Pontious is spearheading this program with Andy Valencia, the new reference and instruction librarian.

President Levine suggested to put a program that is centrally based, and not take one side or another. She also suggested to partner with the County Probation Dept. who has an outstanding program on reentry to workforce. Judge Lucky suggested the Black Lawyers Assn., APALIE, HBAIE, and RCBA, all do community outreach. Jenna will follow-up with Judge Lucky and Charlene at RCBA.

The website redesign project team completed the product brief and met with three website services companies: ACU WebServices, Stirling Brandworks and La Dia. An executive summary report comparing each company’s website redesign experience with

libraries and use of Wordpress and Craft CMS, roadmap timeline, and cost were presented to the board with its recommendation.

Judge Lucky brought up website accessibility as a priority for this project and something that the vendor should be aware of and must focus on. Web accessibility is a big issue, especially during this period when virtually all library services and programs are conducted online. The Board suggested that Judge Lucky be included in the meeting with ACU WebServices to ensure the vendor is made aware of the redesign project priority on website accessibility.

A motion to allow Judge Lucky to attend a meeting with ACU WebServices was made by Joseph Peter Myers, seconded by Robert Dunn, affirmatively voted upon, and motion carried.

Judge Levine and Judge Lucky met with the project manager and the IMEG team of engineers and discussed the schematic drawings for the HVAC and electrical systems upgrade.

Judge Levine reported that there were concerns about the weight of the new equipment and whether there is enough space for it. They talked about abatement of hazardous materials, a report on it was done in 2017, and they will work not to trigger a complete abatement. They talked about the work involved, whether it will be a 4-day period or longer than that. They will need to deal with the equipment manufacturer. A more concrete plan and design will be submitted to the City on December 7, a meeting on December 11 or December 14 will be held for the final bidding. It needs to be bid out because it involves public funds.

Judge Levine expressed her concern with overrides, as there always are overrides. With the \$4.5 million budget, will there be money left to put new carpet, paint, and light fixtures. She asked Kandice how much it will cost, once the project is done. The project is moving forward and everyone is in tune with the process going forward.

Joseph Peter Myers asked if the project team includes a lighting engineer. He pointed out that if the lighting remains as it is, it will cost more in electricity. Modern and energy-efficient lighting saves more in electricity. No lighting expert at this point.

The Board will revisit the budget and a plan to start up savings. Judge Levine wants to make sure the building is safe for the staff, patrons, and tenants. Good bones first and foremost and then look at the polish and paint.

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

President Levine stated the County has gone to CalPERS. This would give library staff opportunity for better quality healthcare for less money. The impact on future costs for the library will be for those who are retired. There is only one retiree who is impacted by this change. There are 7 active employees and 4 retirees. The impact will be on those that are vested. It is not a significant amount but enough that it needs to be brought to the Board. It will impact library expenses as it concerns GASB75. Robert Dunn commented that overall, this change benefits the library and the staff. He also said that he has been happy with his health plans with CalPERS.

A motion to allow the library to move to CalPERS Health Benefits and Plans and adopt the PEMHCA Resolution was made by Judge Jackson, seconded by John Boyd, affirmatively voted upon, and motion carried.

E. Acceptance of September 2020 Financial Report

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

F. Acceptance of the 2019-2020 Annual Report

A motion to accept the 2019-2020 Annual Report was made by Judge Jackson, seconded by Joseph Peter Myers, affirmatively voted upon, and motion carried.

IV. CLOSED SESSION


A. At 1:13 pm President Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to: Cal. Govt. Code §54957(b) Public Employee Performance Evaluation – Director.

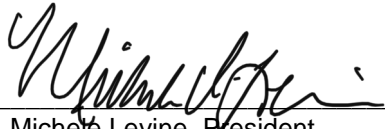
Robert Dunn recused himself and did not participate in the discussion and action with respect to the item discussed in closed session.

B. At 1:23 pm President Levine reconvene to open session with nothing to report.

V. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, December 4, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:26 pm.

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

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