

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
December 4, 2020**

PRESENT

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

Absent

Hon. Jaqueline Jackson

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 12:15 pm.

II. PUBLIC COMMENT

Ms. Dean stated that she is interested in having a way to better communicate and convince the board to include a pro se member on the board. She is a student of Cal. State San Bernardino, plans to get a JD, and as a pro se herself, knows that there are areas that attorneys, whether by lack of money, are not able to get the help that pro se needs. She said that there is a gap between higher education and learning the law as a pro se, and those suffering should be helped.

President Levine informed Ms. Dean that the board is governed by statutes and a creature of statute. The board does not have the ability to add a pro se member. She encouraged her to contact library staff to find out more information about the library and its programs such as the mandatory continuing legal education programs. The board welcomes her participation and that she can communicate to the board during the public comments portion of the meeting. She reminded her that there are lots of assistance such as self-help centers that she may not know about and that she can herself avail of their services.

III. REGULAR SESSION

A. Acceptance of December 4, 2020 Meeting Agenda

It was moved by John Boyd, seconded by Joseph Peter Myers, and was affirmatively voted upon to accept the agenda of the December 4, 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 November 13, 2020 Regular Meeting.

Judge Lucky moved to approve the minutes of November 13, 2020 regular meeting, seconded by Robert Dunn, affirmatively voted upon, and motion carried. Judge Murphy abstained.

C. Director's Report

November Online Programs: Intermediate MCLE Westlaw Training with Dan Feller held on November 17 had 21 attendees, and ICLS Tax Clinic on Tax Filing Basics held on November 24 had one attendee out of the 6 that registered.

Staff responded to 123 inquiries in November.

	Riverside & Temecula	Indio
Online Form	6	0
By phone:	54	48
By email	14	1
TOTAL:	74	49

Webinars attended by Staff in November include the following:

- RCLL Refresher training on COVID-19 (Nov. 10)
- Notetaker for Lightning Talks Active Steps to Increase Diversity & Address Racism (Nov. 12)
- Westlaw Training, Intermediate (MCLE, Nov. 17)
- ADA Compliance Wins for Digital Library Spaces (Nov. 18)
- Writing for Your Library Website: Tips for Improving Your Content (Nov. 19)
- “COVID-19 Rights, Protections, and Benefits for CA employees during this Pandemic.” (a recorded session with an attorney through the LA Law Library).
- Elder Justice Series – “Impacts and Innovations of Isolation and Mental Health”
- “Workplace Harassment Prevention for Managers”. Mandatory 2-hour COR class

November Database Usage Statistics:

Total number of remote logins in November is 223 (320% jump from last month).

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	5	45	22	10	23
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	61	887	7	877	3
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	157	12	14	9	19

Social Media Engagement:

- ICLS tax clinics are posted on the Riverside County Library System main page.
- Facebook: 27 posts, most popular Nov. 21 Lexis Meme, reached 45
- Twitter: 27 posts, most popular Nov. 12 SCALL post, 476 impressions
- Instagram: 25 posts, most popular Nov. 9 Municipal Monday post, reached 179
- YouTube: 35 views of videos, most popular is Judge Lucky from 2014
- Shared the Investigate the Internet Zoom recording to SCALL listserv. 6 views.

The Library received comments from a patron expressing her deep appreciation of the help she received from Andy and Jenna two weeks ago: “What a wonderful service you are to the community.”

Website Redesign Project: Judge Lucky and the project team met with Austin and Dan of ACU Webservices on November 24. Judge Lucky brought up questions about website accessibility and hosting options, among others. He reported that while ACU is unsophisticated and not well versed in their approach to accessibility, their price is within the library’s budget. They are not familiar with web accessibility testing tools but are willing to do it and work with staff. The good news is, there are best practices and automated tools that can do the job. Accessibility testing by a human being rather by code is not uncommon. ACU will work closely with staff to create the site, built it according to the specifications provided to them, do a little maintenance here and there, and will create solutions for the library as issues come up later. They will use WordPress to create the site which is an open-source platform and so ubiquitous, 75% of the market use this platform. It is not a black box. On WordPress, one can go in later and read the code – the scripting language use to create the site.

Staff can, with Google Chrome, go in and manually test the accessibility of the website on their own. Judge Lucky demonstrated how accessibility testing on Google Chrome is done and is willing to train staff on how to do it.

Board President Levine requested Judge Lucky to stay on this project and work with staff and ACU.

D. Approval of Changes in the Personnel Manual

Victoria provided the Board with a copy of the December 2020 revisions in the Personnel Manual which updates it to comply with the applicable changes in the law.

A motion to modify the Personnel Manual to include the applicable changes in the law as recommended by Counsel was made by Joseph Peter Myers, seconded by Robert Dunn, was affirmatively voted upon and motion carried.

Victoria will notify and send SEIU a copy of the Revised Personnel Manual (Dec. 2020).

E. Acceptance of October 2020 Financial Report

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

IV. CLOSED SESSION

- A.** At 1:17 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)(1) Public Employee Performance Evaluation – Director.


Robert Dunn recused himself and did not participate in the discussion and/or action with respect to the above-mentioned item.

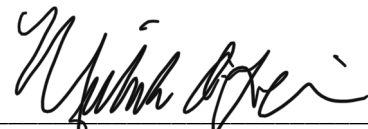
- B.** Item of business discussed pursuant to: Cal. Govt. Code § (b)(1) – Public Employee Release.

- C.** At 2:00 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, January 8, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 2:05 pm.

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

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