

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
January 8, 2021**

PRESENT

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

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 12:09 pm.

II. PUBLIC COMMENT

No members of the public present.

III. REGULAR SESSION

A. Acceptance of January 8, 2021 Meeting Agenda

It was moved by Joseph Peter Myers, seconded by Judge Jackson, and was affirmatively voted upon to accept the agenda of the January 8, 2021 meeting.

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

It was moved by Robert Dunn, seconded by Judge Murphy, affirmatively voted upon to approve the October 2, 2020 regular meeting minutes, and motion carried. Judge Lucky, Joseph Peter Myers, and John Boyd abstained.

Approval of the Minutes of December 4, 2020 Regular Meeting.

It was moved by Judge Lucky, seconded by Judge Murphy, affirmatively voted upon, to approve the December 4, 2020 meeting minutes, and motion carried. Judge Jackson abstained.

C. Bylaws Amendment – Term of Office

D. Election of Officers

E. Board President's Resignation

President Levine stated that with respect to the agenda items C, D and E, nothing is required to be acted on but information need to be provided to everyone. The officers of the Board do need to be elected, with term to start on February 1st. She will provide the Board with a copy of the bylaws amendments that she is drafting which will show the changes she made, what is added or subtracted from the existing bylaws, and sets the term of office of 3 and 4 years. In addition, the officers elected to the position are nominated in the January meeting and approve in the February meeting. Changes in the bylaws require 10-day notice to board members and the public. President Levine will send a copy of the changes in the bylaws weeks before the February meeting. The term of service will not start until February 1st after the trustee is appointed to serve on the Board by the Presiding Judge or the County Supervisor Chair appoints its designee and RCBA representative on the Board. These trustees will have the same terms of office.

President Levine intended to resign from the Board as of January 1st but cannot do so until the library's HVAC & electrical construction work is completed. She talked to Judge Lucky about taking on the President position. Victoria sits as Secretary, as ex-officio and Robert Dunn sits as Vice-President. She thanked Bob for his many years of service on the Board. She suggested having a financial member on the Board and left it as a discussion item for the Board. She said that it is an honor for her to serve as President. She also thinks that not being an active member of the bench either as a retired judge or as a sitting judge has lessened her effectiveness. The President position needs to be filled by someone who is an active member of the Bench, who has the legal knowledge, knows what the rule of law means, and

able to effectively impart that knowledge in our community. A number of people in the community needs help with understanding the law and the library can be effectively used as an institution of learning. The staff has done good work through social media highlighting resources and programs that help people's understanding of the laws such as one on voting. She knows that Judge Lucky is more than capable to go forward as President. He is smart, knowledgeable, active in the community, and will do great as Board President. President Levine thanked everyone on the Board with whom she had the pleasure to work with and had the honor to work shoulder to shoulder with, virtually.

She thanked John who started as library's counsel and when he inquired about serving on the Board, the Board quickly jumped on the opportunity to have him on the Board and he has been invaluable in terms of his expertise and guidance with the library's property and its management. She thanked immensely Joseph Peter Myers who has been a great mentor to her. She thanked Robert Dunn who has been a great soldier, a leader who made sure the programs of the library are well-received, and whom she has the privilege to know as a friend and colleague.

Judge Lucky stated that he feels remarkably unworthy and hopes that he can live up to the build-up from Michele. Judge Levine asked that if anyone wants to serve on the Board as President or Vice President, to let it be known and she will set the start and end date of their term of office. She sits on behalf of Judge McLaughlin whom she will not ask to serve which will open a spot on the Board. She suggests that someone in the eastern end or mid-County to fill that seat. Robert Dunn is sitting on behalf of Judge Hopp and that continues.

President Levine nominates Judge Lucky as Board President and Judge Lucky accepts the nomination. Robert Dunn is designee on the Board. He stated that he will be glad to assist whoever needs a designee. He will continue as VP.

Judge Lucky communicated with Judge Klatcho and asked whether she would be interested to serve on the Board. Judge Klatcho responded affirmatively and accepted her nomination to serve on the Board. When Robert Dunn is ready to step down, a judge in Southwest can be brought in to serve on the Board.

F. Director's Report

December Online Programs: HeinOnline Training held on December 4 had 13 attendees (20 registered). ICLS Tax Clinic held on December 22 had one attendee (3 registered).

Staff responded to 94 inquiries in December.

	Riverside & Temecula	Indio
Online Form	12	4
By phone:	35	38
By email	2	3
TOTAL:	49	45

Total number of remote logins in December is 354.

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	3	9	7	4	2
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	42	769	0	760	9
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	309	22	13	14	14

December webinars attended by staff include the following:

December 4 – HeinOnline Training

December 17 – ALI training/general info of their legal resources

December 10 - Digital Navigator Webinar

December 10 - PBS book webinar: Libraries

Webinar recording Communication strategies for Covid-19

InfoPeople's Video Creation and Editing: An Introduction for Public Library Programming, staff module

Naila, full time library assistant in Riverside resigned and her last day is January 12.

Social media engagement:

2 Blog posts: Historic Harada House by Jenna. Dec. 18, HeinOnline's Covid Resources by Andy. 38 Facebook posts, most popular Saturn and Jupiter conjunction on 12-20-20, reached 229; 37 Twitter posts most popular post remote services update on 12-7-20, 664 impressions, retweeted by Riverside County HR; 37 Instagram posts, most popular post Saturn and Jupiter conjunction on 12-20-20, reached 91; and 11 views of Youtube videos, most popular is Lexis Digital Library training

January 2021 Revised Library Budget: The filing fee income amount was adjusted from 1.8 million to 2.3 million which included the \$640k, the amount the library received in September as its allocated portion of the 1.7 million State supplemental fund for county law libraries.

HVAC & Power Upgrade Progress Report:

100% Construction drawings and plan was officially submitted to City of Riverside on December 22. The Building Committee met with the project manager and IMEG team of engineers on Thursday, January. 7.

President Levine shared with the Board the discussions from the meeting, including a big amount associated with the cost of dismantling a massive steel framing to put in a new heating pipe which was not in the original budget. IMEG was instructed to get a cost estimate, if the cost is within budget, it will proceed otherwise it will go with the alternate option discussed at the meeting. She asked Judge Lucky about the services in the Self-Help Center and when they will be back in the building. The work will take 2 to 3 months to get done. It will not be too disruptive because the tenants will be out of the building until summertime. The work can be done while the building is closed. New electrical sockets and new wiring will be provided which will be necessary should new lighting is added.

G. Acceptance of November 2020 Financial Report

A motion to accept the November 2020 Financial Report was made by Joseph Peter Myers, seconded by Robert Dunn, affirmatively voted upon, and motion carried.

IV. CLOSED SESSION

- A. At 12:54 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.
- B. Item of business discussed pursuant to: Cal. Govt. Code § (b)(1) – Public Employee Release.
- C. At 1:06 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, February 5, 2021 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:07 pm.

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

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