

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
March 5, 2021**

**PRESENT**

Hon. Jackson Lucky, President  
Robert Dunn, Vice President  
Joseph Peter Myers, Esq.  
John Boyd, Esq.  
Hon. Jacqueline Jackson  
Hon. Harold Hopp  
Hon. Kira Klatchko  
Hon. Michele Levine, ex. officio  
Victoria Williamson, Secretary

**ABSENT**

Hon. Cheryl Murphy

**GUEST**

Eden Casareno

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**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 Jackson Lucky at 12:11 pm.

**II. PUBLIC COMMENT**

No members of the public present.

**III. REGULAR SESSION**

**A. Acceptance of March 5, 2021 Meeting Agenda**

It was moved by Judge Jackson, seconded by Joseph Peter Myers, affirmatively voted upon to accept the agenda of the March 5, 2021 meeting, and motion carried.

**B. Approval of the Minutes of February 5, 2021 Regular Meeting.**

It was moved by Robert Dunn, seconded by Joseph Peter Myers, affirmatively voted upon to approve the minutes of February 5, 2021 regular meeting, and motion carried. John Boyd abstained.

**C. Service Recognition of Past President Michele D. Levine**

President Lucky presented the Service Recognition Plaque to Judge Levine in recognition of her many years of visionary guidance, outstanding leadership, and unconditional commitment serving as Board President. He invited the board members to share their thoughts and experiences working with Judge Levine. Judge Jackson appreciates Judge Levine's time in helping her get acclimated to her role on the board. Robert Dunn shared that when Vic Miceli passed away, filling the President's position was a major concern for the board and it has been a real pleasure to have Judge Levine serve as President. John Boyd likened Judge Levine as a consummate ball player who played through a lot of pain and setbacks. He will mostly remember her as the more gracious and loving person who served on the board and was able to bridge gaps that needed to be filled. Joseph Peter Myers will remember Judge Levine's ever-present smile and appreciates the significant amount of time she spent with staff in planning in addition to her time spent in meetings, has been a wonderful leader, and she has shown the same devotion to the library as she has to the court.

President Lucky expressed his deep appreciation of Judge Levine and feels relieved that she will continue to show up in board meetings to finish up the construction project. He pointed out the fact that the board now have enough judges and there is no need for designees. He thanked Robert Dunn who has graciously served on the board for many years and asked him to stay on for one more year. Robert Dunn stated that he understood that his position on the Board is at the pleasure of the judge elected to serve on the board and that he is willing to serve in whatever capacity he is asked to serve.

President Lucky welcomed and introduced the two new board members, Judge Hopp and Judge Klatchko.

Robert Dunn suggested to add the election of Vice-President to the next month's meeting agenda as he serves his last year in a ex officio capacity.

**D. Auditor's Report FYE June 30, 2021**

Eden Casareno presented the audit report, an unmodified opinion on the financial statements for fiscal year end June 30, 2020 presented in conformity with generally accepted accounting principles in the U.S. Highlights from the report include a 6% increase in total assets, increase in total liabilities primarily due to the increase in pension and OPEB liability, 25% decrease in revenue due to COVID-19, and 57% decrease in net position. Significant estimates and disclosures on net pension and OPEB liabilities are included in the report starting on page 25 of the report. There were some audit adjustments, all corrected by management. There are no difficulties encountered during the audit, no disagreements with management, and no internal control findings.

Robert Dunn asked what the decrease in the amount on operating leases on page 35 of the report can be attributed to. That decrease is attributed to the lease expiring in the middle of the year.

Judge Levine pointed out that there will be anticipated large expenditures relating to the refurbishment of the building later this year.

**E. Director's Report**

Online Programs: Investigate the Internet, a media literacy program held on Feb. 25 presented by Jenna had 16 attendees (27 registered); Legal Research for non-Law Librarians held on Feb. 23 presented by SCALL's Committee on Public Access to Legal Information had 13 attendees (16 registered); and ICLS Tax Clinic held on Feb. 23 at 3 p.m. had 2 attendees (9 registered).

Staff Activities: Staff responded to 149 inquiries in February.

	Riverside & Temecula	Indio
Online Form	9	0
By phone:	78	46
By email	8	8
TOTAL:	95	54

Staff regularly attend webinars to keep up with their continuing education which include among others, the 2021 SCALL Institute on *Data Privacy in the Age of the Cloud; Legal Tech & the Future of Civil Justice Series; Legal Research for Non-Law Librarians; Media Literacy for Adults Series; Preparing for the Next Wave of Pandemic-Fatigued Customers; and Researching Case Law on HeinOnline.*

Total number of remote logins in February is 48.

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	Abstracts Requests
	24	736	722	92	14
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	4	6	0	4	2
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	20	371	35	25	61

Social Media engagement:

- Blog- Feb. 5 a recap of the virtual resource fair posted on Feb. 19 by Michael.
- Facebook- 32 posts, most popular post Feb. 1 Media Literacy, it reached 176
- Twitter- 27 posts, most popular post Feb. 3 15th amendment post, 203 impressions
- Instagram- 26 posts, most popular post Feb. 6 caturday post, 93 reached
- YouTube- 85 views of videos, most popular ICLS from virtual resource fair 20 views (note that the PALI video on Legal Research for non-law librarians is suppressed and has had 12 views.)

Book to Action program:

- A Book discussion on "How to Be an Antiracist" with the author Ibram X. Kendi at CSU, Chico on April 21, 5:30 – 6:30 pm.
- The 10-day educational challenge will begin on April 22, a list of books, documentary films, and movies on topics covered in the book *Just Mercy* will be disseminated through RCLL website and social media.

- A “virtual” free legal aid clinic in Indio on April 27.
- A Virtual Resources Fair in Spanish on April 28.
- A Post-Conviction Relief Program presentation by the Public Defender’s Office on April 29 at noon.
- HBO Documentary True Justice: Bryan Stevenson’s Fight for Equality on April 30 at 4pm.

Website Redesign Project: Staff continues to work with Dan of ACU Webservices on preparing the website for soft launch early Spring. Board members were provided a link to access the new website.

President Lucky ran the accessibility testing of the new website and demonstrated to the board that it rates in the range of high 80s to 90s. He commended the staff for doing a great job with the new website.


HVAC & Electrical systems Upgrade Project: IMEG is re-submitting the plan check comments to the City for permit on Thursday, March 4 which will take 10 days to review. They recommend going out to bid on March 18<sup>th</sup> instead of March 12<sup>th</sup> to ensure that the schedule, logistics plan, and scopes will be ready for the bid. They also recommend replacing the fire alarm panel which will cost \$9k – 11k, because the existing one is obsolete.

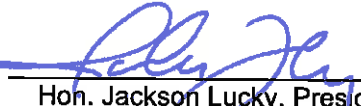
**F. Acceptance of January 2021 Financial Report**

A motion to accept the January 2021 Financial Report was made by Judge Hopp, seconded by Joseph Peter Myers, 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, April 2, 2021 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:   
 Hon. Jackson Lucky, President  
 Riverside County Board of  
 Law Library Trustees