

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
April 2, 2021**

PRESENT

Hon. Jackson Lucky, President
Joseph Peter Myers, Esq.
John Boyd, Esq.
Hon. Jacqueline Jackson
Hon. Cheryl Murphy
Hon. Harold Hopp
Hon. Kira Klatchko
Robert Dunn, Esq. ex. officio
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 Lucky at 12:08 pm.

II. PUBLIC COMMENT

No members of the public present.

III. REGULAR SESSION

A. Acceptance of April 2, 2021 Meeting Agenda

It was moved by Judge Jackson, seconded by Judge Hopp, affirmatively voted upon to accept the agenda of the April 2, 2021 meeting, and motion carried.

B. Approval of the Minutes of March 5, 2021 Regular Meeting.

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

C. Election of Vice-President

A motion was made by President Lucky to defer election of Vice-President to next month's meeting, seconded by Judge Hopp, affirmatively voted upon, and motion carried.

D. Service Recognition of Vice-Past President Robert Dunn

President Lucky presented a service recognition plaque to Robert Dunn in appreciation for his 38 years of unconditional commitment, dedication, and service to the Board of Law Library Trustees. He said that as a resident of Riverside and occasional user of the law library, there is no way to repay a volunteer like Bob. He said that Bob is one trustee that doesn't talk a lot, he speaks only when he needs to and when he does, everybody pays attention. He thanked him from the bottom of his heart for the past 38 years that he served on the board.

Judge Hopp thanked him for the tremendous job he has done for all the years he served as his designee on the Board.

John Boyd credited Bob for being practical, good in business, and focused. It was a blessing to have him on the Board and he thanked him.

Joseph Peter Myers appreciates that Bob kept the board focused, he is the Board's repository of knowledge, a fantastic guide for 38 years. Bob's time on the Board goes back to when Maxine Wanamaker was the librarian which was a long time ago and he managed to stay in contact with County officials, kept them on track and continued the growth of the law library. He said, "He does the job, he seen a lot and knows a lot."

Judge Jackson said that Bob's impact is plain and easy to see, he has been a guide to her and because of it, it was easy to catch up and she thanked him.

Judge Klatchko remembers her conversations with Bob and how proud he is about the work that the law library does and hopes that he will stick around.

Robert Dunn thanked the Board and said that it has been a pleasure for him to serve and certainly for much longer than he thought he would do. He said that everything that he has done is because he knows that it is important to have good representation in the Desert. He recalled when the law library started in the basement of the courthouse, moved to Larson and later move to the County Law Building. Most importantly he appreciates working with very good people, dedicated, and the friends he made while serving on the Board truly means a lot to him.

E. Director’s Report

Jenna introduced new staff member, Alysa Cua to the Board. She also provided the Board with Book to Action programs update: the law library started handing out fee copies of “Just Mercy” on April 1, with 117 sign ups to receive the book, programs scheduled for the week of National Law Day will include “Just Mercy” book discussion, low-income taxpayer clinic, lawyers in the library in Indio, a post-conviction relief program, and a screening of the HBO documentary on Bryan Stevenson. The main event is scheduled for May 1, at 1pm with speaker Obie Anthony, founder and executive director of Exonerated Nation to share his life experience as an exoneree. On April 27, the Riverside County Board of Supervisor Chair will proclaim May 1 as National Law Day for Riverside County. A Tik Tok challenge will be held from April 1 to May 7, asking teens to tag the law library on Tik Tok with a video they make about what the Rule of Law means to them.

Online Programs: ICLS Tax Filing Basics Clinic on March 23 had 5 registered but none showed up. ICLS Small Business Clinic on March 25 had 14 registered, number of attendees not available yet (host is on vacation until April 5).

Staff Activities: Staff responded to 144 inquiries in March.

| | Riverside & Temecula | Indio |
|-------------|----------------------|-------|
| Online Form | 2 | 2 |
| By phone: | 75 | 52 |
| By email | 9 | 4 |
| TOTAL: | 86 | 58 |

An all-staff training was held on March 31 to prepare staff with reopening the library to the public (by appointment only) possibly in the summer. Staff went over the changes in operating procedures, did role-playing of scenarios of challenging patron interaction such as dealing with a patron who refuses to wear a mask, went over the procedures for the ‘Express’ contactless system of checking-out MCLE materials, the Emergency Action Plan, Safe Reopening Plan, and was informed about the COVID-19 Prevention Plan.

Total number of remote logins in March is 30.

| Ebsco-Host | Sessions | Total Requests | Full-text Requests | Searches | Abstracts Requests |
|-------------------|-----------------|-----------------------|---------------------------|-------------------|---------------------------|
| | 7 | 13 | 7 | 14 | 6 |
| Fastcase | Logins | Transactions | Searches | Doc Views | Print |
| | 6 | 6 | 0 | 6 | 6 |
| HeinOnline | Visits | Hits | Articles | Page Views | Searches |
| | 17 | 421 | 32 | 52 | 33 |

Social Media engagement:

- Blog posts: March 5, a recap of 2021 SCALL Institute by Andy; March 19, Access to Justice piece by Jenna.
- Facebook: 26 posts, most popular post Mar. 3 re Tax forms, 146 reached.
- Twitter: 22 posts, most popular post Mar. 13 daylight savings time, 2,048 impressions.
- Instagram: 25 posts, most popular post Mar. 25 #firstpostchallenge, 76 reached.
- YouTube: 51 views of videos, most popular views 20 of Virtual Resource Fair Superior Court Self Help and DCSS.

Website Redesign Project:

The new website had a soft launch on March 23 and ACU is making the necessary changes based on the feedback received from staff. ACU is also working on getting the OPAC (Online Public Access Catalog) web interface to match the new website design.

HVAC & Electrical systems Upgrade Project:

Status on the building permit: IMEG submitted the second round of back check corrections to the City on March 23. They are expecting to get the permit set approximately April 6 and will schedule to go out to bid on April 8 with the permitted set.

Tilden-Coil is putting together the bid documents. Project manager informed Victoria that an abatement on the first floor will need to be done which will bump up the costs for the paint and carpet replacement work. The Building Committee is set to meet with the Project Manager and IMEG team on Friday at 2pm to discuss updates on the permit, bids, and alternates.

F. Approval of COVID-19 Prevention Plan

A motion to approve the COVID-19 Prevention Plan was made by Joseph Peter Myers, seconded by Judge Jackson, affirmatively voted upon, and motion carried.

Victoria will ask Counsel's opinion about appropriate actions the library can take with regard to providing staff access to vaccinations.

G. Acceptance of Auditor's Report FYE 6/30/2020

It was moved by John Boyd, seconded by Judge Hopp, affirmatively voted upon, and motion carried.

H. Acceptance of February 2021 Financial Report

A motion to accept the February 2021 Financial Report was made by Joseph Peter Myers, seconded by Judge Jackson, affirmatively voted upon, and motion carried.

IV. CLOSED SESSION

A. At 1:01 p.m. President Lucky announced that the Board will go into closed session with respect to the item of business discussed pursuant to Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Riverside County Law Library and SEIU Local 721).

B. At 1:32 p.m. President Lucky reconvened to open session with nothing to report.

V. ADJOURNMENT / NEXT MEETING

The next meeting of the Board of Law Library Trustees is scheduled for May 14.

There being no further business to come before the Board, a motion to adjourn the meeting was made by Judge Murphy, seconded by Judge Hopp, and motion carried. The general meeting was adjourned at 1:34 p.m.

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

APPROVED: Jackson Lucky
Hon. Jackson Lucky, President
Riverside County Board of
Law Library Trustees