

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

PRESENT

Hon. Jackson Lucky, President  
Joseph Peter Myers, Esq.  
John Boyd, Esq.  
Hon. Cheryl Murphy  
Hon. Kira Klatchko  
Robert Dunn, Esq. ex. Officio  
Victoria Williamson, Secretary

ABSENT

Hon. Jacqueline Jackson, Vice President  
Hon. Harold Hopp

GUEST/OBSERVER

Ryan Kahrs  
Steve Koffroth

**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 12:10 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Acceptance of July 2, 2021 Meeting Agenda**

It was moved by Joseph Peter Myers, seconded by John Boyd, affirmatively voted upon to accept the agenda of the July 2, 2021 meeting, and motion carried.

**B. Approval of the Minutes of June 4, 2021 Regular Meeting.**

It was moved by Judge Klatchko, seconded by Joseph Peter Myers, affirmatively voted upon to approve the minutes of June 4, 2021 regular meeting, and motion carried.

**C. HVAC Replacement Project – Change Orders Authorization**

It was moved by Joseph Peter Myers, seconded by Judge Klatchko, affirmatively voted upon to authorize the Project Manager to make change orders not exceeding \$2000, and motion carried.

Ryan, the Project Manager provided the Board with an update on the project. The contractor run into an issue with the air handler unit. IMEG can't get the submittals from the manufacturer which is impacting the schedule, the original 16 weeks lead time is pushing to 22 weeks lead time. Their proposed solution is to provide temporary chiller for the first floor, spot cooling for the 2<sup>nd</sup> and 3<sup>rd</sup> floors to minimize work interruption for the tenants and the library. The temporary cooling units will be in place in the building through September to keep the tenants and the library fully operational.

President Lucky asked about the impact of this on the cost of the project. Ryan said that they are working on the pricing right now and will be able to present it to the Board for approval. President Lucky informed the Board about the project meeting held on Wednesdays and invited the trustees to attend, if they are able to.

**D. G/M Interior Design Proposal**

A motion was made by John Boyd to table the acceptance of G/M Interior Design proposal to next month's meeting, seconded by Judge Klatchko, affirmatively voted upon, and motion carried.

**E. Approval of Security Guard POST Orders**

It was moved by Judge Murphy, seconded by Joseph Peter Myers, affirmatively voted upon, and motion carried.

**F. SHC Lactation Room Request**

Joseph Peter Myers asked the Project Manager how much work is involved in terms of extra cooling and plumbing and the costs associated with the change of the project's scope of work and whether it is the tenant's responsibility to provide a lactation room for its employees.

President Lucky informed the Board that SB 142 also applies to the library. The library also has to provide lactation accommodation to its employees. There will be a meeting with SHC, the library and Ryan to discuss what needs to be done to comply with SB 142.

As far as the cost, Ryan said that there is an allowance in the project budget and once the design is drawn, they will price it and run it by the Board before they proceed.

**G. Director Retirement Benefit Contract Provision**

President Lucky reminded the Board that there is a provision in their contract with Victoria that the Board will contribute to a 401a retirement plan which has not been implemented. In talking to the library's 457b retirement plan contract administrator, Judge Lucky reported that there is the option to contribute to a 457b and capping the amount applied to Victoria's 457b and the Board's contribution. A 401a plan can be set up but it is cost-prohibitive. He proposed that a meeting with John Boyd, Judge Jackson and himself be scheduled to discuss a proposed solution with Victoria, write it in the contract and present it to the Board for approval. This meeting will be scheduled after July 12 and before the August 6 Board meeting.

**H. Director's Report**

Victoria provided the Board with an updated report that included the June numbers for the remote log-ins to the library's legal databases. She reported that the library's ALA COVID19 Relief grant application was not selected and only 15% of the 236 applications were selected. The library reopened to the public on June 15 and had 23 patrons in Riverside and 20 in Indio in the last two weeks. There were no issues, patrons were compliant with wearing masks and social distancing. There was one regular patron who complained about the one-hour limit, about not being able to have access to the books in the technical services area, and the yellow caution tape blocking off the study carrels that are off-limits to patrons due to social distancing. The library will be meeting to discuss and reconsider lifting the limits in the number of patrons allowed to use the library at a time, keeping the doors locked, and one-hour use limit.

Judge Murphy asked if the patron who complained knew that the limit is 2 hours, not one and was there a line of people waiting to get in. The patron was informed that she can stay up to 2 hours and can stay for as long as she wants since no one is line to get in at the time.

**I. Acceptance of May 2021 Financial Report**

It was moved by Judge Murhpy, seconded by Judge Klatchko, affirmatively voted upon, and motion carried.

**IV. CLOSED SESSION**

At 12:52 p.m. President Lucky announced that the Board will go into closed session with respect to the item of business discussed pursuant to:

**A.** Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Riverside County Law Library and SEIU Local 721).

**B.** At 1:11 p.m. President Lucky reconvened to open session and reported that the Board will confer with its Labor Counsel in order to formulate a written response to SEIU.

**V. ADJOURNMENT / NEXT MEETING**

The next regular meeting of the Board of Law Library Trustees is scheduled for August 6, 2021.

There being no further business to come before the Board, the general meeting was adjourned at 1:12 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