

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
February 4, 2022**

PRESENT

Hon. Jacqueline Jackson, Vice President  
Hon. Cheryl Murphy  
Hon. Harold Hopp  
Hon. Kira Klatchko  
John Boyd, Esq.  
Robert Dunn, Esq. (Trustee, Ex. Officio)  
Victoria Williamson, Secretary

ABSENT

Hon. Jack Lucky, President  
Joseph Peter Myers, Esq.

GUESTS

Bradly Neufeld, Esq.  
Ryan Kahrs

**I. CALL TO ORDER**

A quorum being present, the regularly scheduled teleconference meeting of the Riverside County Board of Law Library Trustees was called to order by Vice-President Jackson at 12:11 pm.

**II. PUBLIC COMMENT**

Public members: Aysa Cua, Matthew Palacios, Jenna Pontious, Kistin Southall, Juanita Salas

Library staff and union members: Alysa, Matthew, Jenna and Kristin voiced out their strong support for the union's proposed salary increases. Alysa spoke of a lack of stability, inadequate communication, feeling of uncertainty, recruitment problem, and staffing shortage in the library. She stated that Indio and Riverside received over 100 public support for the change in salaries that the library needs to make, and that the library can more than afford with 1.2 million budget surplus for 2022 and 2023. She urged support for working class families.

Matthew supports the union's salary raise proposal and cited to a high turn-over rate. He stated that a significant number of employees has chosen not to stay in the library which affects the staffing in Indio and efficiency in library operation. The time spent in hiring and training new employees can be time spent helping the community. He stated that the staff deserve raises and the budget surplus will cover the raises and that the board should prioritize giving staff raises.

Jenna spoke of the staff's passion for the process of showing their support for salary raises, cited that their salary is 10 to 16 percent below market based on the latest AALL salary survey, recent problems and systemic inequity, systemic obstacle to salary raises, and she wants to see movement to address this inequity. She stated that bringing up past union negotiations does not address the problem and has no bearing on the current wages. She alluded to the great resignation and the need to make significant change in the current situation.

Kristin spoke of pride for her work at the library, reiterated the points made about the budget, not good enough reason to deny her request for salary raise, no budgetary concerns as there is a 2.9 million in the budget enough to sustain the raises. She stated that when a position opened in Indio or Temecula she declined to take the position because she can't afford to and it was not something she can do.

Vice-President Jackson thanked the staff for their comments and stated that the MOU negotiation are still ongoing and will proceed.

**III. REGULAR SESSION**

**A. Adoption of Resolution 2022-02-04 – Authorizing Remote Teleconference Meeting**

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

**B. Acceptance of February 4, 2022 Meeting Agenda**

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

**C. Approval of the Minutes of January 7, 2022 Regular Meeting**

Vice-President Jackson noted that Victoria emailed the minutes of the January 7, 2022 regular meeting to the Board at 11:45 a.m. The board members were allowed time to review the minutes and there was no discussion.

John Boyd moved to approve the minutes of the January 7, 2022 regular meeting, seconded by Judge Klatchko, unanimously and affirmatively voted upon and motion carried.

**D. Statement of Economic Interest (Form 700)**

Vice-President Jackson reminded board members that the deadline for filing the Form 700 is April 1<sup>st</sup>, 2022. The Form 700 will need to be completed, signed, and mailed to the law library director.

**E. Construction Project Update: Ceiling lights fixture change order**

Victoria reported that there is a gap between the ceiling and the ceiling light fixtures. The proposed change order is for the frame around the ceiling lights fixture to cover the gap which is purely cosmetic and the estimated cost is \$33,000. This change order proposal is from G/M Business Interiors as part of the interior design.

Ryan, the construction project manager, stated that when the pop corn ceiling was removed, it left a quarter of an inch gap between the ceiling and the light fixtures. He said that putting a trim/frame around the light fixtures is the best solution and for aesthetic reason.

Judge Hopp moved to approve G/M's proposal to put a trim/frame around the ceiling light fixtures at the quoted price of \$33,364. It was seconded by Judge Jackson, unanimously and affirmatively voted upon, and motion carried.

**F. Cost Estimate for the Mechanical Equipment Air Handler Unit Repair**

Victoria reported that the mechanical equipment, air handler unit located at the back of the library building was vandalized over the weekend. County facilities is looking to get cost estimates to repair the damage to the unit and TCC is also working to get cost estimates from vendors for repairs and/or replacement of the unit.

Ryan described what had happened and stated that the vandal(s) cut off all copper pipes, got into the unit, and there was significant damage that they can't repair it. TCC is still looking into getting a cost estimate to repair. Ideally the equipment needs to be replaced. They had hoped to bring cost estimates for this meeting but was not able to in time to present at this meeting.

John Boyd asked Victoria if the library has insurance to cover this loss or if the library's insurance include coverage for losses incurred during construction. Victoria replied affirmatively and stated that she contacted County Risk Management, notified the insurance and filed a police report.

Judge Klatchko asked for a description of how the equipment is currently secured. She stated that she has seen many cases like this where the vandals come back after the equipment is replaced, and are there any recommendations for a better security for the equipment. Victoria stated that the equipment is located at the back of the library building, has a wire fence around it and was locked. She did ask the County Facilities Engineer and Ryan during his project management meeting on Wednesday for their recommendations for a better way to secure the equipment to prevent it from getting vandalized again.

Ryan recommends putting a concrete enclosure or putting a top on the existing wire fence. He will look into other ways to secure the mechanical equipment.

The Board will need information on what it will cost to repair or replace the unit and will decide at next month's meeting or call for a special meeting, if needed. The Board unanimously agreed to table this item for the next board meeting.

**G. Director's Report**

A written report on library activities for the month of December was provided to the Board, including: Online programs - Jan. 12 Library tour for UCR paralegal class, 12 attendees; Jan. 25 ICLS Tax Clinic 19 registered, 8 attendees.

Staff responded to 330 inquiries.

<b>JANUARY</b>	<b>Riverside</b>	<b>Indio</b>	<b>Temecula</b>
Online	15	2	1
By email	6	0	2
By phone	52	38	6
In-person	2	194	12
<b>TOTAL</b>	<b>75</b>	<b>234</b>	<b>21</b>

Jenna awarded a SCALL grant to attend 2022 SCALL Institute “History & Future of Legal Research” to be held on February 11 & 12 in Palm Springs.

Database remote usage statistics at 61 total remote logins.

<b>January 2022</b>					
	<b>Sessions</b>	<b>Total Searches</b>	<b>Total Requests</b>	<b>Total full text requests</b>	<b>Abstract requests</b>
<b>Ebsco-Host</b>	12	25	63	49	14
	<b>Users</b>	<b>Total check outs</b>	<b>Total holds</b>	<b>Ebook</b>	<b>Audio</b>
<b>Lexis Digital Library</b>	16	97	3	97	0
	<b>Logins</b>	<b>Transactions</b>	<b>Searches</b>	<b>Doc Views</b>	<b>Print</b>
<b>Fastcase</b>	11	32	0	32	0
	<b>Visits</b>	<b>Articles</b>	<b>Hits</b>	<b>Page Views</b>	<b>Searches</b>
<b>HeinOnline</b>	22	51	711	118	31
<b>Total remote log-ins</b>	61				

Patron Complaints/Compliments:

A patron in Temecula complained that computer for legal database was very slow and was asked to use a different computer. Public library reference librarian stated they have been having general problems with the computers and have been logging them for the city to fix.

Indio- comment card that reads “great to have you open.” Another comment card with no comments but a “10” rating.

Construction Project Update:

Ryan reported on the progress of the construction project: Phase 2 will be complete by end of this week and will be moving into Phase 3 next week. Painting is underway, old carpet in the main reading room will be removed today (Feb. 4) and new carpet to be installed next week. They will do the main area first and then do compact shelving area. The paint and carpet project is estimated to be completed by end of next week or on Feb. 14<sup>th</sup>. 80% of the HVAC work is done on the roof and is expected to be done by today (Feb. 4). TCC will schedule for the final city inspections once the work on the roof is completed. SHC tenants moved back in their offices. Ryan met with them and have not heard of any questions or concerns. Punch wall is scheduled for next week, on the 16<sup>th</sup>, the new furniture is set to arrive mid-March, and the lactation pod is set to be installed on the 17<sup>th</sup>.

**H. Pre-funding OPEB and/or Pension Benefits**

This item is tabled for next month’s meeting.

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

Judge Hopp made a motion to accept the December 2021 financial report, seconded by John Boyd, unanimously and affirmatively voted upon, and motion carried.

**IV. CLOSED SESSION**

At 12:48 p.m. Vice-President Jackson announced that the Board will go into closed session with respect to the agenda item A. Bradley Neufeld announced that there will be no discussion with respect to agenda item B.

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

**B.** Cal. Govt. Code §54957(b)(1) – Public Employee Discipline/Dismissal/Release.

**C.** At 1:27 p.m. Vice-President Jackson reconvened to open session with no reportable action.

**V. ADJOURNMENT / NEXT MEETING**

There being no further business to come before the Board, the general meeting was adjourned at 1:29 p.m. Next regular meeting is scheduled for March 4, 2022 at noon.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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