

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

PRESENT

Hon. Jack Lucky, President  
Hon. Jacqueline Jackson, Vice President  
Hon. Harold Hopp  
Hon. Kira Klatchko  
Joseph Peter Myers, Esq.  
John Boyd, Esq.  
Victoria Williamson, Secretary

ABSENT

Hon. Cheryl Murphy

GUESTS

Kandice Attridge  
Ryan Kahrs  
Brandon Ferrell

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**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 President Lucky at 12:12 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Adoption of Resolution 2022-03-04 – Authorizing Remote Teleconference Meeting**

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

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

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

**C. Approval of the Minutes of February 4, 2022 Regular Meeting**

It was moved by Judge Hopp, seconded by Judge Jackson. Judge Hopp, Judge Jackson, Judge Klatchko, and John Boyd affirmatively voted to approve the minutes of the February 4, 2022 regular meeting, and motion carried. Judge Lucky abstained.

**D. Approval of the Minutes of February 10 and February 23 Special Board Meetings**

It was moved by Judge Hopp, seconded by Judge Jackson. It was affirmatively voted upon and motion carried. Judge Klatchko abstained for February 10 and February 23 special meeting minutes. John Boyd abstained for the February 10 special meeting minutes.

**E. Acceptance of Proposed Cost estimate for Mechanical Equipment Air Handler Replacement**

President Lucky reminded the Board that the air handler unit was vandalized. Cost estimate to repair and replace the unit were received from 3 vendors. President Lucky informed the Board that this cost is covered under the library's property insurance and will not have to be paid out-of-pocket.

Kandice stated that the quoted amount on the proposal from DMG corporation was revised with a reduced final quote of \$87,000. She recommends going with this proposal and asks for the Board's direction to move forward with the procurement of the unit. There is a long lead time for this which is six months and will need temporary air for the library because the unit has not been ordered yet.

Judge Hopp moved to accept the proposed cost estimate to repair and replace the air handler unit that was vandalized and authorized to proceed with the procurement of the unit as recommended by Tilden-Coil. It was seconded by John Boyd. Judge Lucky, Judge Jackson, Judge Hopp. Judge Klatchko, and John Boyd affirmatively voted, and motion carried.

**F. Director's Report**

A written Director's report was provided to the Board with no additional or highlighted items from Victoria.

Ryan provided the Board with updates on the construction. The project is getting closed to completion. The new furniture is expected to be delivered end of this month. They are on track with completing the work on the roof, going through the commissioning process. The tenants complained about the temperature in the 2nd and 3<sup>rd</sup> floor but it was corrected. The tenant also mentioned about not paying a month's rent because of the less than ideal situation that was forced upon them due to a breakdown in communication between/among the parties involved in the construction.

President Lucky thanked Ryan for mentioning about the complaints from the tenants. He stated that at one of the recent project management meetings he attended, Kit and David at the Self-Help Center were frustrated and commented about their experience as tenants during the construction. These are matters brought on because of breakdown in communication and some are brought on by matters beyond people's control. If the tenants ask for rent mitigation because of the breakdown in communication, this is something that the Board must be aware and may want to consider. Judge Lucky thanked Ryan, Kandice, Victoria and the staff for their work on this project.

**G. 2023 Election of Officers**

President Lucky briefed the Board about the term of office for each executive officer. This item is meant as tickler for the board members to be thinking about whether they want to serve as officer. From his experience, serving as officer had not required more work and time for him compared with the other boards that he has been on, and he encouraged board members to consider serving as officer.

The nomination of officers will take place during the January 2023 meeting and the election of officers will take place during the February 2023 meeting.

**H. Consider whether to meet in-person or via teleconference**

President Lucky asked for each board member's opinion on whether to start meeting in-person, continue with the Zoom meetings or do a hybrid, moving forward. He stated that it would be nice to have an in-person meeting after the library remodel is completed. He also stated that it is easy to set up a zoom meeting. These zoom meetings have enabled the Board to conduct its business more efficiently, go through all the agenda items, and finish the meeting on time.

John Boyd stated that while there are benefits to being together in person, meeting via Zoom or doing some kind of hybrid would save a lot of time for those who have to drive out from the desert area. He is in favor of going hybrid.

Judge Hopp agrees with the benefits of having the meeting via zoom. He appreciates how these zoom meetings have made it possible for the Board to hear staff expressed their thoughts about the labor negotiations and facilitates public comments.

Judge Klatchko favors the hybrid model but pointed out that some of the hybrid meetings that she had been on had not worked well. The quality of the audio for some teleconferencing platforms has not been good making it difficult to hear the speaker for those who were participating remotely. She suggested having quarterly in-person meetings and the rest by Zoom.

President Lucky suggested the library consider getting the Owl meeting device which would address the issue with the audio. The device is not so great, but the audio is okay. The Owl is put in the middle of the table and it zooms to whoever is speaking. It costs \$800 to \$1000 which the library can consider buying for board meetings.

The Board will continue with the zoom meetings. Victoria will look further into possibly purchasing the Owl meeting device.

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

President Lucky reminded the Board that Bob gave the only counter against pre-funding, that is, tying up money that we don't need. He stated that with the uncertainty of the library's funding model, and while the State has bailed us out with a one-time fund, it would be a good use of this one-time fund which is unlikely to recur, to fund the retirement benefit. The Board need to decide which of the two companies who presented will be the one to administer it. The preferred solution is to go with CalPERS.

Judge Klatchko prefers CalPERS. Judge Jackson agrees, pre-funding makes sense and that CalPERS is preferred. Judge Hopp agrees with his colleague. John Boyd doesn't feel qualified to speak on the matter.

President Lucky directed to put this matter as an action item, determine towards the fiscal year end June, 30, 2022 to find out if after all other obligations are met, whether the library can pre-fund the retirement benefit.

**J. Acceptance of Audited Financial Statements FYE June 30, 2021**

At 1:06 p.m. Joseph Peter Myers joined the meeting.

Brandon Ferrell of Eadie & Payne, LLP presented the auditor's report for the fiscal year end June 30, 2021. He went over the three documents that are required to be provided to the Board and highlighted the parts that he needs to draw attention to. There are no new standards for this year. Significant accounting estimates affecting the financial statements are the net pension and OPEB liabilities, no difficulty encountered during the audit, management was transparent, no disagreements with management, and no significant findings in management financial reporting and internal control. The auditor's report contains the auditor's unmodified opinion on the library's financial statements based on the audit, the management's discussion and analysis provides an overview of the library's financial activities and management's analysis of why certain amount changes from year to year. The statement of net position and the balance sheet starts on page 9 of the report. The library's net position decreased by \$182,000, revenue decreased by \$811,000 and expenses increased by \$81,000.

Joseph Peter Myers moved to accept the Audited Financial Statements FYE June 30, 2021 and seconded by Judge Jackson. It was unanimously and affirmatively voted upon, and motion carried.

**K. Acceptance of January 2022 Financial Report**

Judge Klatchko made a motion to accept the January 2022 financial report, seconded by John Boyd, unanimously and affirmatively voted upon, and motion carried.

**IV. CLOSED SESSION**

At 1:08 p.m. President Lucky announced that the Board will go into closed session with respect to the agenda item A.

A. Pursuant to Cal. Govt. §54957(b)(1) Public Employee Performance Evaluation – Director.

B. At 1:12 p.m. President Lucky reconvened to open session with nothing to report.

**V. ADJOURNMENT / NEXT MEETING**

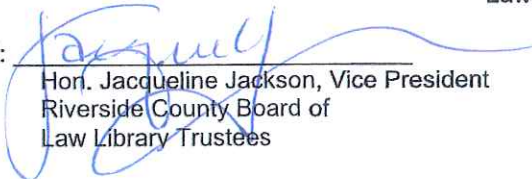
There being no further business to come before the Board, the general meeting was adjourned at 1:13 p.m. Next regular meeting is scheduled for April 1, 2022 at noon.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



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