

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
May 5, 2022**

PRESENT

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

ABSENT

Hon. Jack Lucky, President
Hon. Cheryl Murphy
Hon. Kira Klatchko

GUESTS

Ryan Kahrs
Erik Wertman

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

None.

III. REGULAR SESSION

A. Adoption of Resolution 2022-05-05 – Authorizing Remote Teleconference Meeting

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

B. Acceptance of May 5, 2022 Meeting Agenda

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

C. Approval of the Minutes of April 1, 2022 Regular Meeting

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

D. SHC Space 1st Amendment to Lease Agreement

Judge Hopp stated that as a member of the Judicial Council and of the Law Library Board, he abstains in all matters pertaining to this matter,

Victoria presented the 1st amendment to the SHC lease agreement to the Board and pointed out the change in section 5.2 in the existing agreement regarding the lessee utility services which was deleted and replaced with the new provision in the proposed amendment.

John Boyd stated that the lease agreement also extend the term for an additional 5 years with an option for an additional extension term.

Joseph Peter Myers asked, w/ regard to section 5.2.2, if the library is receiving the utility bills and how is it billing the SHC. Victoria explained that the library receives the utility bills directly from the City of Riverside Public Utilities, sends a copy of the monthly bill to Judicial Council, indicating their portion of the bill that they are responsible for and bills them for their portion of the bill.

John Boyd asked if there is a separate meter for the SHC space or one meter for the whole building. He suggested that if there is one meter, the Board may want to consider

installing a separate meter for the SHC space and a separate meter for the library portion of the building. He stated that if in 5 years SHC tenants move out, most private tenants want a separate meter. He asked Ryan to get a cost-estimate for putting a separate meter. It would be worthwhile to look into this so the library don't need to go through the hassle of billing the tenants for their utilities.

Ryan informed the Board that there is one meter for the whole building. He said that from the construction perspective, putting a separate meter would not be a cheap process but relatively costly and quite an undertaking to do. He said that he will reach out to the design team and find out how much it will cost.

E. Director's Report

A written report was provided to the Board and Victoria mentioned that there is nothing to report regarding online programs; the staff fielded 337 patron inquiries in April; total number of database remote usage is 54 in March and 50 in April; a new library assistant for Riverside, Rhonda Cloud will start on May17. Rhonda will fill the position left vacant by Angela. A notice of discharge was sent to Angela which she acknowledged having received. Angela's workers' compensation claim has been settled, a copy of the Compromise & Release agreement and the order approving the Compromise Release by the Workers' Compensation Appeals Board were provided to Counsel.

The library has an opening for a part-time Legal Information Services Specialist which is a level I Librarian position for Indio. Three applications were received and two of them are internal candidates. Victor and Terry are scheduled to be interviewed.

Victoria informed the Board that James Rachal contacted the library and wants to donate Judge Miceli's robe to the library if possible. James said that the robe was given to him and Judge Trask because he was a close friend, but he was unclear on who technically owns the robe because it is in a closet in the Historic Courthouse.

Vice President Jackson stated that there is no closet in the Judge's chamber that she is aware of and that she will contact James Rachal to find out where Judge Miceli's robe is. She will also reach out to David Aldana at the Court's Facilities. She suggested to table this for next meeting and asked Victoria to consider how it will be displayed in the library should the board decides to accept the donation.

F. Construction Project Update

Ryan reported that:

- The HVAC system is operational. The replacement for the damaged AHU-3 has been ordered, he reached out to the manufacturer for a lead time and is still working on it. He is working to get a temporary unit to get cooling in the library.
- City inspection has signed off on all the work done except for the AHU-3.
- Based on the initial inspection, they found 2 separate panels for the fire alarm monitoring system, one for the SHC space and one for the library space. It has been acceptable that way but once it is discovered, the City recommends two options for them to sign off on the final inspection. The first is to tie the two panels together so if the alarm sets off it notifies both SHC and the Library. The second is to eliminate the panel on the 2nd floor, put new cables in and upgrade the system. The cost \$8k for the 1st option and \$30k for the 2nd option.
- The paint and carpet project is complete, except for small things. The project can be closed, except for the AHU- 3 replacement.

Vice President Jackson asked Ryan about the tenant's concern regarding the black particles coming out of the vent. Ryan responded that all issues have been resolved. He checked with Martin and David at the SHC. The system has been functioning correctly and no issues have been reported.

G. Consider after business security guard service for the temporary cooling unit or place the temporary unit on the roof of the library building.

Victoria reported that Tilden Coil suggested to have a security guard service for the temporary cooling unit during after business hours. The vendor doesn't want to bring in another temporary cooling unit because of concerns that it might get vandalized again. Tilden looked at possibly putting the temporary unit on the roof of the building instead of having a security guard service and after checking with IMEG, it was determined that the temporary unit can be placed on the roof of the building.

A motion to place the temporary cooling unit on the roof of the library building was made by Joseph Peter Myers and seconded by John Boyd. It was affirmatively and unanimously voted upon, and motion carried.

H. Library Building's Fire Alarm Monitoring System Upgrade

Eric Wertman, the City fire inspector stated that there have been systems in the past that have separate panels similar to the way the system is set up in the library building but it brings problems with false alarms. The City requires building to have one system and they don't know how the library building ended up with the two systems. This becomes an issue with the first responder because when one system sets off, it doesn't notify the other system because they are not interconnected

John Boyd asked that if the library choose the less expensive option, would that be acceptable to the Fire Dept. and Eric said no. The Fire Dept. requires for one panel. If there is extreme push back, if it is too hard to do so, there could be an exception, but there can be false alarms. Who knows for how long and there can be issues later.

Joseph Peter Myers asked if there is a way to do a study on this to help guide the Board in deciding whether to go forward or wait until they have more information. The Board needs to find out if it is worth doing or if it is so serious that it must be done.

John asked Eric to elaborate more on the concerns about the false alarms and where the false alarm comes from. Eric cited the Tyler Mall as an example of a structure that has separate alarm systems and explained how it can be problematic for first responders.

Joseph Peter Myers asked if there is a history of false alarms for the library building. Eric replied that he can look at the history, but since the panels were not interconnected and are acting independently there may not be a history of false alarms. The concern is if there is an issue in the 2nd floor, the library is not notified and if there is an issue in the library, the 2nd floor is not notified.

Joseph Peter Myers asked if there a piece of equipment that does the notifying and who gets notified. Simple relays or cables connected to the panel sends out the notice and whoever is on the list gets notified. This was a County building and there are two different companies that monitors the fire alarm for the building, The County monitors the system for the 2nd and 3rd floors and a separate system monitors the library. Ryan pointed out that now, ADT is the company that monitors the fire alarm system for the building because the contract has to be signed by the owner of the building.

Vice President Jackson asked if the Fire Marshall is recommending for one panel. Eric said yes but knowing the costs, if unattainable, an exception can be given. They would accept the first option but wouldn't love to have it as two panels.

Ryan pointed out that project is already over budget by \$50k, this increases that much more. With this option to have one panel, it will require new design for the new contract,

the cost of \$30k is a rough estimate, it can definitely go up depending on the design. This is another impact on the tenants. They will need to get into the tenants' space to replace the existing panel.

John stated that anything related to electrical systems concerns him and prefers that this matter be tabled for next month's meeting for further discussion when more board members are present. Judge Hopp agrees.

A motion to table this item for the next month's meeting was made by John Boyd, seconded by Judge Hopp, and unanimously and affirmatively voted upon, and motion carried.

Ryan will get a cost-estimate from the engineer and what the design will look like and will report at the next meeting. He will also get an estimate for putting separate utility meters. He stated that if the Board decides to do this, it impacts the tenants also. The utility meter run is through the basement, but it will require power shutdown and coordination with RPE as they will need to be involved.

I. Acceptance of March 2022 Financial Report

Judge Hopp made a motion to accept the March 2022 financial report, seconded by Joseph Peter Myers, unanimously and affirmatively voted upon, and motion carried.

IV. CLOSED SESSION


At 1:03 p.m. Vice President Jackson 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 1:10 p.m. Vice-President Jackson 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 1:11 p.m. Next regular meeting is scheduled for Friday, June 3, 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