

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
November 1, 2019**

PRESENT

Hon. Michele Levine, President
Robert Dunn, Vice President
Hon. Irma Asberry
Hon. Jack Lucky
Joseph Peter Myers, Esq.
Victoria Williamson, Secretary

Absent

Hon. Gloria Trask
John Boyd. Esq.

I. CALL TO ORDER

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees, was called to order by President Michele Levine at 12:14 pm.

II. PUBLIC COMMENT

Mr. Brown mentioned about a few problems on the computers. He noticed that one patron was using it and was getting cut-off often. He knows that the staff is working on it and he is suggesting the staff announce 10 minutes before closing or post a sign that 15 minutes before closing the computer shut offs because patrons wait until last minute to get off the computer.

III. REGULAR SESSION

A. Acceptance of November 1, 2019 Meeting Agenda

It was moved by Judge Lucky, seconded by Joseph Peter Myers and was affirmatively voted upon to accept the agenda for the November 1, 2019 meeting.

B. Approval of the Minutes of October 4, 2019 Regular Meeting.

It was moved by Joseph Peter Myers, seconded by Judge Asberry, was affirmatively voted upon to approve the October 4, 2019 meeting minutes.

C. Director's Report

A regular patron of the library was suspended for 7 days for repeated violations of the library rules of conduct. He brought food in the library, brought in and left a knife on one of the computer stations, and refused to leave at closing time despite repeated requests from staff. The day after he was given the suspension notice, he threatened to physically harm one of the staff and said to her 'You probably get off at 4:00 pm or 5:00 pm, I will send someone back here and make you pay'. A police report was filed that same day. This patron was given a one-year suspension.

In a meeting held on Oct. 31, 2019, library assistants, Angela, Naila, Michael and Elvira, their union representative stated their concerns about their safety specifically with respect to dealing with challenging patrons such as those who repeatedly violate the library rules of conduct and to whom they had to give suspension notice. They expressed concerns about their safety at work because of the several patron incidents that occurred in the last 3 months. They don't feel that they have adequate training and information to know how to deal with challenging patron-situations and handle patron incidents. They asked for a library security guard and for library assistants not to have to enforce rules and hand out patron suspension notice.

The Board thanked the staff for bringing up these safety concerns immediately and for handling the patron incidents professionally and safely. The Board decided on the following action items:

1. Library will obtain a workplace violence restraining order against the patron who was given a one-year suspension notice. Director will contact the Library's Counsel to find out if this is something that he can assist the library with and if he provides employee training on dealing with challenging patrons.
2. Judge Lucky will contact someone from the County Sheriff's Dept. who may be able to assist on how to get the restraining order and will contact Larry Gonzalez at RPD about providing training for staff on how to deal with challenging patron situations including loitering and homeless encampment.
3. Effective immediately only the Director will hand out suspension notices.
4. The Library will get cost-estimates for security service and will arrange to do more staff training on how to deal with challenging patrons, including individuals experiencing mental health conditions and homelessness.
5. Post a "No Trespassing" sign and a poster-size sign in the library entrance's alcove, that says something to the effect that anyone who violates the library rules of conduct will be asked to leave or will be prosecuted.
6. Make it mandatory for all staff including supervisors and the Director, to never approach problem patrons alone. It should be done in pairs. Always keep each other informed. This is a team effort.
7. Review the patron suspension procedures to see if it needs tweaking. It needs to be countywide.
8. Proceed with developing and implementing a set of procedures for handling patron incidents and reporting.
9. Will hold special meeting to consider the proposed draft of procedures for handling patron incidents and reporting.

D. CalPERS Supplemental Income 457 Plan

Michael Kleczek provided information about the CalPERS 457 plan, a voluntary tax-deferred retirement savings plan. He addressed questions from the Board regarding costs to set up the program, participant contribution limit, advantage of offering the self-managed account and personal loan options to participants, and availability of CalPERS service representatives to answer questions from current and future participants. There is no cost to the employer to set up the 457 Plan. It's a very inexpensive, flexible and portable plan for individuals. No surrender fees and sales commission. It is tied to employment and not to age of the participant.

A motion to adopt the CalPERS 457 plan with all options and authorize the Director to execute the necessary documents was made by Joseph Peter Myers seconded by Judge Lucky, voted affirmatively and motion carries.

E. Acceptance of the September 2019 Financial Report

It was moved by Robert Dunn, seconded by Judge Asberry, was affirmatively voted upon to accept the September 2019 Financial Report.

F. 1st Quarterly Budget Performance Report

The budget performance report for the first quarter of 2019-2020 fiscal year was presented to the board. The report shows a comparison between the actual income and expense amounts and the current budget.

G. Library Cosmetic Remodel Project

Holt Architecture submitted its professional services proposal to develop a preliminary design to remodel the first floor and mezzanine of the library. Director was authorized to execute Holt's proposal after checking the \$50k amount that had already been approved by the Board in a previous meeting.

Judge Lucky will contact Jeff Van Wagenen and invite him and include George Johnson to the next Board meeting to introduce them to the library, talk about the library's current

state and to help them gain a better understanding of the library's need for assistance from the County with regard to remodeling the downtown library facility.

IV. ADJOURNMENT / NEXT MEETING

The next scheduled meeting of the Board of Law Library Trustees will be on Friday, December 6, 2019 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:48 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Michele Levine, President
Riverside County Board of
Law Library Trustees