

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
May 1, 2020**

PRESENT

Hon. Michele Levine, President  
Robert Dunn, Vice President  
Joseph Peter Myers  
Hon. Jack Lucky  
John Boyd, Esq.  
Hon. Cheryl Murphy  
Victoria Williamson, Secretary

Absent

Hon. Jackson

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**I. CALL TO ORDER**

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees, held via teleconference was called to order by President Michele Levine at 12:08 pm.

**II. PUBLIC COMMENT**

No members of the public attended this Webex meeting.

**III. REGULAR SESSION**

**A. Acceptance of May 1, 2020 Meeting Agenda**

It was moved by Judge Lucky, seconded by John Boyd and was affirmatively voted upon to accept the agenda for the May 1, 2020 meeting.

**B. Approval of the Minutes of February 7, 2020 Regular Meeting.**

It was moved by Robert Dunn, seconded by Joseph Peter Myers and was affirmatively voted upon to accept the February 7, 2020 meeting minutes.

**C. Election of Officers**

Victoria received the court order that the Hon. Harold Hopp, Hon. Jack Lucky, Hon. Jacqueline Jackson, Hon. Dorothy McLaughlin, and Hon. Cheryl Murphy are each elected as a member of the Riverside County Board of Law Library Trustees for the calendar year 2020.

Robert Dunn expressed his desire to continue to serve as proxy to Judge Hopp. Judge Levine will contact Judge Hopp and asked if he wants Robert Dunn to continue to serve as his proxy or have someone else serve as his proxy on the board.

Every year, Victoria submits the Form 11 to the County Board of Supervisors for approval of the reappointment of Joseph Peter Myers and John Boyd to serve as trustees on the law library board.

**D. Bylaws Amendment re Term of Office**

Judge Levine will be working on modifying the board bylaws regarding the term of office for the members serving on the board. She would like to have the term of office set so members does not feel like they have to serve in perpetuity. She and John Boyd will be working to draft the amendment to the bylaws and submit it to the Board for approval.

**E. Director's Report**

April online programs: Westlaw MCLE class held on April 23 had 15 attendees; Lexis MCLE class held on April 26 had 14 attendees. In observance of the National Law Day 2020 theme: Your Vote, Your Voice, Our Democracy, the library presented "History of

Women's Suffrage 1848-1820" program, in partnership with the League of Women Voters, on April 30 and 83 people signed up.

Staff continues to work remotely and onsite once a week. A total of 104 patron inquiries and reference questions were handled by staff by phone and by email. Staff also answered questions through the CCCLL AskNow 24/7, a statewide legal reference online chat service.

The library continues to work with legal vendors to provide remote access to its legal databases. County residents have remote access to Westlaw, Lexis Advance, Wolters Kluwer (CCH), HeinOnline and CEB Pro through the library website.

Water was leaking through the ceiling in the staff lounge on Tuesday, April 28. Staff submitted an urgent work order request to County Facilities. The leak was coming from the air chiller. County fixed the leak and brought in fans to dry the moisture in the ceiling and carpet. County maintenance staff were in and out of the library and continue to work on this.

A phased reopening/return to work plan was presented to the board which includes a possible reduction of library service hours, 4 hours less in Riverside and 9 hours less in Indio. The plan also include limiting the number of patrons in the library to no more than 13 at a time, conducting active screening of employees and the public, having staff wear masks, installing flexi-glass barrier at the public service desks, reducing the number of computers available for public use to maintain physical distancing, and continuing to allow teleworking.

#### **F. Staff Paid Leave**

Judge Levine shared with the board the history of events that prompted the decision to close the library to the public. She credited the Director for acting quickly and supported the decision to close the library as prompted by the statewide stay-at-home order. A few essential employees are working remotely and reporting onsite once a week.

Judge Levine opened up the discussion about whether the library will continue to pay the part-time employees who are not working while the stay-at-home order is in place. She mentioned that the library provided the employees with paid sick leave from the time the library closed through May 1<sup>st</sup>.

John Boyd asked if Brad Neufeld mentioned about PPP loans and asked if the library could get one. Victoria and Brad did talk about the Paycheck Protection Program, however it wasn't certain if the library as a public agency would qualify for this loan. Victoria has not contacted the bank and inquired about the PPP loan.

Judge Lucky commented that the employees who are working during court closure are limited to supervisors. It was discussed during the phone conferences with the courts that the court anticipates that by the end of May the courts will open and operate as before the shelter in place was mandated. It anticipates a backlog of criminal trials and civil judges may have to pick up some of them.

If the courts are not back to capacity by June 15, Judge Levine stated that the library should not be open if the courts are not open. The library will not continue to pay part time employees after May 1<sup>st</sup> while the library is closed. The job will be held for the employee. No change of status for employees on unpaid administrative leave.

Joseph Peter Myers stated that there may be tasks that part-time employees can work on while the library is closed and this would be a perfect time for them to work on the

collection materials as they will not be interrupted by the public. Judge Levine agrees with Joseph Peter Myers.

Victoria will schedule special projects that regular part-time employees can work on while the library is closed to the public.

**G. Library Remodel Project**

Judge Levine shared with the board the discussion with the architect about the remodel. She painstakingly weighed between what the library can and cannot afford to do for the remodel. It is essential to hold off any discussion on spending the reserve funds but at the same time there is reluctance about not spending on much needed facility upgrades. The board needs to proceed with caution because of anticipated shortfall in filing fee revenue due to court closure. Judge Levine and Judge Lucky believe that the library's finances are too uncertain to proceed with the remodel. Regardless, the library will still need to do work on the HVAC system because it is not comfortable for staff to work in and for patrons to use the library.

**H. Security Cameras & Public Address System**

The proposal to install security cameras and PA system in the library was presented to the board. Judge Levine directed Victoria to go forward with the proposal.

**I. Acceptance of 2018-2019 Auditor's Report**

The correction was made on the Auditor's report provided to the board electronically. A motion to accept the updated 2018-2019 Auditor's Report was made by Judge Lucky and seconded by Joseph Peter Myers. There was no discussion. The board unanimously voted to accept the updated 2018-2019 Auditor's report.

**J. Acceptance of March 2020 Financial Report**

It was moved by Judge Lucky, seconded by Joseph Peter Myers to accept the March 2020 Financial Report.

**IV. ADJOURNMENT / NEXT MEETING**

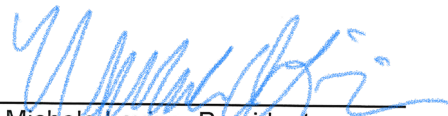
The next scheduled Webex meeting of the Board of Law Library Trustees will be on Friday, June 5, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:17 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



Michele Levine, President  
Riverside County Board of  
Law Library Trustees