

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
June 5, 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. Jaqueline Jackson

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 12:10 pm.

II. PUBLIC COMMENT

No members of the public attended this Webex meeting.

III. REGULAR SESSION

A. Acceptance of June 5, 2020 Meeting Agenda

It was moved by Joseph Peter Myers, seconded by Judge Lucky, and was affirmatively voted upon to accept the agenda for the June 5, 2020 meeting.

B. Approval of the Minutes of May 1, 2020 Regular Meeting.

Judge Lucky moved the approval of the minutes as modified, seconded by Judge Murphy, and was affirmatively voted upon to approve the minutes, as modified, of May 1, 2020 meeting.

C. Bylaws amendment re Trustees' Term of Office

Judge Levine discussed briefly how the board bylaws evolved and shared her thoughts about the changes that she would like the board to consider at the next meeting. The changes will include a provision that set a 3-year term of office renewed by the Presiding Judge, with instructions for standing committee appointments which should be done in a such a way that those whose term will be renewed can continue to work on the committee and have consistency on the board; specify the term of office of the Board President and other officers to be elected annually and the time of election will coincide with the time that they hold the position on the board. There can be some rotation of the Vice-President and holding a position in standing committees; and state that trustee serves without compensation.

Robert Dunn commented that if the board is setting terms, it should be done in consultation with the courts.

Judge Levine suggested the term, under no circumstances, be no more than 3 years. She asked others for their thoughts on the 2 to 3 years term. Judge Murphy commented that 2 to 3 years is fine, for consistency for those projects that are going over one year. John Boyd stated that the term should be 3 years and suggested that the proxy method be incorporated into the bylaws.

Judge Lucky commented that the Cal. Judges Association has a 3-year term and will send a copy of its bylaws to Judge Levine.

D. Director's Report

May online programs: National Law Day program on "History of Women's Suffrage 1848-1920" presented by League of Women Voters on May 1st at 3:00 p.m. via Webex had 34 attendees. MCLE Fastcase Training held on Tuesday at 1:30 p.m. on May 12 had 20 attendees

Staff responded to 48 inquiries/reference questions in May.

	Riverside & Temecula	Indio
By phone:	24	18
By email	3	3
TOTAL:	27	21

Staff has started working on the Collection Inventory Project. Staff are barcoding every item in the collection, making sure all items are recorded in the system. Once barcoding is completed, the entire collection will be evaluated to determine which items should be withdrawn from the collection and discarded due to obsolescence and decide which print subscriptions should be cancelled.

The out-of-state codes and remaining set of case reporters in the mezzanine level have all been withdrawn from the system and ready to be recycled. Lauren is contacting a recycling company to haul out these materials.

A list of webinars and online trainings that staff attended in May were provided to the board. In addition, Jenna co-hosted the AALL Virtual Coffee Chat with newer law librarians on May 5 which had 20 participants.

Jenna and I attended the Sirsi Dynix Connections Summit, Director's Edition on May 19 & May 20.

The Website Redesign Project team, composed of Vanessa, Katie, Lauren, and I met and identified the preliminary steps for the project. Per Judge Lucky's suggestion, Vanessa and Katie are experimenting with Squarespace.com and Wix.com as an alternative option to hiring a Web services company. The team found another Riverside-based Web services company, Raincross to consider, in addition to the ACU and Influx. Vanessa will be contacting Raincross to set up the meeting with the team.

May Database Usage Statistics:

Ebsco-Host	Sessions	Total Requests	Full-text Requests	Searches	
Legal Forms by State	2	0	0	4	
Legal Info. Ref. Center	12	185	161	49	
Fastcase	Logins	Transactions	Searches	Doc Views	Print
	20	133	17	98	18
HeinOnline	Visits	Hits	Articles	Page Views	Searches
	9	996	84	189	96

Installation of the security cameras and PA system in the library started on May 20th. A 32-inch TV monitor is also being installed by the entrance door and a dedicated computer monitor at the front desk.

Judge Levine raised questions regarding where the video-recordings are stored, the length of time that they should be kept, and who does the monitoring. Victoria will contact the vendor and report back to the board.

E. Building's HVAC, Electrical & ADA issues

Judge Levine stated that the issue with the building's HVAC should be addressed and ensure that the temperature and air quality in the building is not harmful to staff and the people using the library. She suggested that the work that needs to be done on the HVAC, electrical system, without making structural changes, should be done now while the library is closed. The estimated cost for the HVAC for the first floor is \$570k, for both the HVAC and electrical system is \$1M. She stated that the library can continue the services it is giving while it is closed, keep the library closed, and get the HVAC work done, repaint, re-carpet, fix the electricals, and get modular furniture.

Judge Lucky agrees that it is a good idea to get these things done now while the library is closed and to find out how long the work can be done.

John Boyd made a motion to direct Victoria to contact Marty of Tilden-Coil to find out the process for the construction bids to go forward, what is required, and the length of time it will take, then report back to the board. Joseph Peter Myers seconded the motion. It was voted upon affirmatively and motion carried.

F. Acceptance of March 2020 Financial Report

A motion to accept the March 2020 Financial Report was made by Robert Dunn, seconded by John Boyd, affirmatively voted upon, and motion carried.

G. Acceptance of FY 2020-2021 Budget

Judge Lucky moved to table this item to next meeting. Joseph Peter Myers seconded. It was affirmatively voted upon and motion carried.

IV. ADJOURNMENT / NEXT MEETING

The next scheduled Webex meeting of the Board of Law Library Trustees will be on Friday, July 10, 2020 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 1:45 pm.

MINUTES:



Victoria Williamson, Secretary
Riverside County Board of
Law Library Trustees

APPROVED:



Michele Levine, President
Riverside County Board of
Law Library Trustees