

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
June 3, 2022**

PRESENT

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

ABSENT

Hon. Cheryl Murphy
Joseph Peter Myers, Esq.

GUEST

Ryan Kahrs

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 12:13 pm.

II. PUBLIC COMMENT

None.

III. REGULAR SESSION

A. Adoption of Resolution 2022-06-03 – Authorizing Remote Teleconference Meeting

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

B. Acceptance of June 3, 2022 Meeting Agenda

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

C. Approval of the Minutes of May 5, 2022 Regular Meeting

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

D. SHC Space 1st Amendment to Lease Agreement

At last month's meeting, Judge Hopp recused himself from participating in the discussion and voting on this matter because he is on the Judicial Council. The Board deferred voting on the matter due to lack of quorum.

The Board discussed the billing of the SHC's pro-rata share of the Building's utility expenses which is 26.38% as specified in the lease agreement.

John had suggested about putting a separate utility meters for SHC space and for the library. He asked Ryan to get a cost-estimate for putting separate meters because the Board may want to consider doing so because most private tenants would want a separate utility meter.

Ryan stated that putting separate meters would require doing a main breaker swap which will trigger a lot of code upgrade and can be costly. It will require that the system be redone and move to outside of the building to meet code requirement.

E. Donation of Judge Miceli's Robe to the Library

President Lucky discussed with Victoria a few options on the right way to display the robe in the library. One is to put it on a mannequin or place it folded in a display case which is the better idea. Judge Jackson stated that the court did have the robe and David delivered it to her chamber. She suggested putting it in a full-length shadow box which will show the robe's beautiful trim and flocking on the back shoulders and preserve its

form. President Lucky suggested to put something that will explain that the robe belong to Judge Miceli, acknowledging his long time service as past president and in whose honor the law library building was named after.

Victoria will look into possibly getting a full-length shadow box display case and get pricing to report back to the Board. In the meantime, the robe will be kept in Judge Jackson's chamber.

F. Director's Report

A written report was provided to the Board. Judge Klatchko expressed concern about the May 23rd incident when an individual came in the County Law Building in Indio with a holstered gun and was forced to leave by the police. She asked what the library is doing to prepare its staff to handle incidents like this. Victoria stated that the library has an emergency action plan which is site-specific, one for Indio and one for Riverside. She also mentioned that the library has a safety committee that periodically reviews safety procedures and emergency evacuation drill. The Annual Staff Retreat to be held on June 21 will include a webinar on "Tools for Tense Situations: Reducing Conflicts with Patrons as Libraries Return to the New Normal."

G. Construction Project Update

Ryan reported that both projects are done. He managed to get the fire department out for the inspection but is yet to sign off and get a temporary certificate of occupancy.

The ship date on the AHU-3 which originally has a 4 to 6 weeks lead time, is now January 2023. Unfortunately, this is due to supply chain issues. In the meantime, a temporary unit to keep the library cool has been installed. In response to President Lucky's question, Ryan stated that the temporary cooling unit has enough capacity to keep the library cool and handle the summer heat.

H. Library Building's Fire Alarm Monitoring System Upgrade

Ryan presented the two options for the upgrade: the less expensive option is to interconnect two panels and add modules and wires. There are two panels, one for the SHC and the other for the library and each has a separate address. It could not cause any miscommunication to trigger false alarms.

The other option, which is costly, is to replace all the devices on the 3rd floor and the monitoring panel. This is preferred by the fire department, but they are willing to concede because of budget issue. Ultimately, the cost to make the full upgrade is more substantial (\$8k vs. \$30k). It will need a formal design from the design team. This cost is a rough estimate only, not taking into account any unforeseen events.

After further discussion, it was determined that since the work on the AHU-3 is pushed to January, there is time for the design team to get the design work done, get correct pricing on the full upgrade and submit it to the Board for approval at next month's meeting.

A motion to get the design work and the price for the full upgrade and defer the vote to next month's board meeting was made by Judge Klatchko, seconded by Judge Hopp. It was unanimously and affirmatively voted upon, and motion carried.

President Lucky mentioned that he asked Victoria to contact the tenants and asked for their opinion as they will be impacted by this. He stated that as long as the tenants get advance notice about the timeline and much of the work is done on weekends and during off-hours so they are not displaced, they are okay with it.

Ryan mentioned that the team has 6 to 7 months to get everything done, the tenants will not have to be displaced, his crew can work around their office space. He will provide a

formal timeline and secondary price for work during off-hours if the work will be too impactful for the tenants.

I. Acceptance of April 2022 Financial Report

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

IV. CLOSED SESSION

At 12:47 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.

V. REGULAR SESSION

J. Director Salary Adjustment

At 1:11 p.m. President Lucky reconvened to open session and reported that the Board discussed the evaluation of the Director. He shared with the Board the Committee's evaluation of the Director. The Committee proposed that the Director receive the same pay increase and benefit structure as that given to the staff in the MOU.

A motion to accept the Committee's proposal was made by Judge Hopp, seconded by Judge Klatchko, affirmatively voted upon unanimously, and motion carried.

VI. ADJOURNMENT / NEXT MEETING

There being no further business to come before the Board, the general meeting was adjourned at 1:17 p.m. Next regular meeting is scheduled for Friday, July 8, 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