

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
December 9, 2022**

PRESENT

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

ABSENT

Hon. Jackson Lucky, President  
Joseph Peter Myers

GUESTS

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 Vice President Jackson at 12:09 pm.

**II. PUBLIC COMMENT**

None.

**III. REGULAR SESSION**

**A. Adoption of Resolution 2022-12-09 Authorizing Remote Teleconference Meeting**

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

**B. Acceptance of December 9, 2022 Meeting Agenda**

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

**C. Approval of the Minutes of November 10, 2022 Regular Meeting**

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

**D. Director's Report**

A written copy of the report including a list of library programs, staff activities, library usage and collection statistics, database usage, social media engagement, and patron comments for the month of November was provided to the Board. A copy of the Staff Monthly Briefing and annual report of the Trustee's Term of Office were attached to the report.

**E. Construction Project Update**

Ryan reported that the fire alarm upgrade was completed, the contractor came back to fix the issue with one of the devices. Replacement unit for the air handler unit 3 shipment date is pushed to Feb. 29, 2023, install will be mid-March and completed by end of March.

Part of the commissioning agent proposal is for the company to come in and check to see if the system operates correctly and determine why it is not functioning as it should. The proposal has two phases. Phase 1 is reviewing the documentation and inspect the installation. It will give a report of the system operations. Phase 1 is \$6k. Phase 2 is for them to test the system with the contractor. It is pre-functional and functional performance testing which is \$10k.

John Boyd asked about the process involved in the documentation review. Ryan stated that the commissioning agent will review the documentation and specifications provided by the contractor, and everything in the energy model. They use an energy management program to determine the size of the equipment, the load of equipment, and to go through the submittals to see if the air handler units, pumps, controls were supposed to be as intended to operate in the contract document and submitted in the process. Turning the data as part of the computer, so when it gets too hot or too cold based on that demand, the space is to honor the 69 to 70 degrees setting on the system. The system tracks all that data and the program can accommodate those demands.

Judge Murphy asked how this process is coordinated with the final installation of the AHU-3 in March. Would this be completed in March? Ryan stated that so far, there is a one-year marker, and if that equipment is not available, it can be held off and they will not do it. They will wait until all sets are installed.

Judge Klatchko asked if Ryan recommends that this is the best way to go, to go through this analysis phase, would this identify what is not functioning correctly and what the issues are. She stated that the \$16k for the analysis is very expensive.

Ryan responded that this should help them work out on the issues they are having. He also stated, in response to Victoria's question, that if the documentation review and inspection show that the mechanical contractor's work was not done correctly and it needs to be fixed, the mechanical contractor will have to pay for the costs to fix it.

#### **F. Consider Commissioning Agent Proposal**

John stated that the functioning of the HVAC is a primary concern and it has to go through a commissioning process to figure out what the problem is, it may be that the HVAC system was not properly designed. If the commissioning shows the system is not working as it was designed, the contractor will pay for the cost to fix it.

Judge Hopp made a motion to accept the commissioning agent proposal at \$17k. It was seconded by Judge Klatchko, affirmatively voted upon unanimously, and motion carried.

#### **G. Consider changing the regular board meeting schedule**

Vice President Jackson informed the Board that as the Court Assistant Presiding Judge, she will not be able to attend the board meeting because the Court Executive meetings are held on the first Friday of the month. She asked if the Board would consider changing the day of the board meeting and what the proposed date would be. She also stated that she is willing to let someone else step in for her if the Board decides not to change the meeting schedule.

Judge Murphy suggested to also change the time of the board meeting from 12:00 noon to 12:15 p.m. to allow judges enough time to leave the court and join the meeting on time.

Vice President Jackson stated that there seems to be a consensus to change the meeting to second Friday of the month at 12:15pm. A notice of this proposed change in the Board Bylaws will be sent out to the trustees by email and to the public 10 days before the January meeting.

Judge Hopp suggested to also check with President Lucky to make sure the 2<sup>nd</sup> Friday of the month works with his schedule.

**H. Acceptance of October 2022 Financial Report**

Motion to accept the October Financial Report was made by Judge Murphy, seconded by John Boyd, voted upon unanimously, and motion carried.

**I. Main Library Grand Reopening Event**

Vice President Jackson had nothing new to report about the grand reopening plan. The Board briefly discussed and brought up questions as to what type of reception it will be, is someone going to host and escort the Chief Justice, will alcohol be served, etc.

Judge Klatchko volunteered to be on the subcommittee. She stated that a meeting invite was supposed to be sent out to the subcommittee members to discuss the details of the event. She still will not be able to attend the event but is willing to be on the subcommittee to help with planning.

Victoria stated she was supposed to send the meeting invite to Judge Klatchko, Judge Hopp and Judge Lucky but did not get a chance to. She will schedule the meeting next week and send out the meeting invite and add John Boyd to the subcommittee.

**IV. ADJOURNMENT / NEXT MEETING**

There being no further business to come before the Board, the general meeting was adjourned at 1:03 p.m. Next regular meeting is scheduled for Friday, January 13, 2023 at 12:15pm.

MINUTES: *Victoria Williamson*  
Victoria Williamson, Recording Secretary  
Riverside County Board of Law Library Trustees

APPROVED: *Jackson Lucky*  
Hon. Jackson Lucky, President  
Riverside County Board of Law Library Trustees