

**MINUTES OF REGULARLY SCHEDULED MEETING
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES
March 10, 2023**

PRESENT

Hon. Jackson Lucky, President
Hon. Jacqueline Jackson, Vice President
Joseph Peter Myers
John Boyd
Victoria Williamson, Secretary

ABSENT

Hon. Harold Hopp
Hon. Kira Klatchko

GUESTS

Ryan Kahrs
Brandon Ferrell
Marv Paull

I. CALL TO ORDER

A quorum being present, the regularly scheduled in-person meeting of the Riverside County Board of Law Library Trustees was called to order by President Lucky at 12:21 pm.

Judge Murphy was present via audio-conference and as a non-voting member
Marv Paull was present via audio-conference

II. PUBLIC COMMENT

None.

III. REGULAR SESSION

A. Acceptance of the Agenda

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

B. Approval of the Minutes of February 10, 2023, Regular Meeting

Judge Jackson moved to approve the minutes of the February 10, 2023 meeting, seconded by John Boyd, affirmatively voted upon unanimously, and motion carried.

C. Construction Project Update

Ryan stated that the commissioning agent came out and provided him a report. The commissioning is not affecting the system completely. There is no AHU-3. Once the AHU-3 is installed which will not happen until the end of this month, the commissioning agent will come back to see how the system operates. This is too close to the grand reopening date so the plan is to do the work after the grand reopening. Once the AHU-3 is installed, the commissioning agent will come back in June so that he can see how the system is in cooling mode and if there are any other issues.

John Boyd raised the question that if we have a 105 degrees temperature, will the temporary unit be able to handle the cooling necessary to keep the temperature in the library comfortable for a large number of people during the grand reopening in April.

Ryan stated that it should not be an issue. The temporary unit will maintain the temperature that it is set and he can get the temperature adjusted as needed to make sure that temperature is set to where it should be for the event.

Ryan reported that there are no issues from the tenant about the temperature or falling debris from the vent.

Joseph Peter Myers commented that the airflow is fantastic and everything is open in terms of airflow in the library.

D. Main Library Grand Reopening Event

President Lucky informed the Board that we don't have Cheech Marin. Judge Jackson suggested PJ Ramirez. John suggested to email Judge Klatchko to contact PJ Ramirez and if that doesn't pan out, to contact Dan Bernstein.

None of the judges has responded yet. Victoria stated that the announcement in the RCBA magazine just came out. A press release to the media will be sent out on March 24th.

President Lucky suggested contacting Stacey Monaco with cc to him, to ask Jams to send out an email blast on LinkedIn to promote the event. He also suggested to send the press release to Virginia Magana.

Victoria mentioned that the save-the-date was sent out to the courts and local bar, and that a final invitation will be sent out to them. She also mentioned that County Supervisor Yxstian Gutierrez will be attending the event.

E. Director's Report

A written 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 February was provided to the Board with the Staff Monthly Briefing newsletter attached. The Director reminded the Board that the current MOU with SEIU expires in June and the library will be negotiating for a successor MOU.

F. Acceptance of OPEB Actuarial Valuation Report

Marv Paull presented the valuation report of the post-retirement medical benefits as of June 30, 2022. The purpose of the report is to determine the liability in the balance sheet and the expense in the year and determine the numbers for the future. That liability is spread through the lives of the retirees. The retiree benefits changed from last year when the library went to CalPERS. It increased by 3%. The assumptions on page 14 and 15 show the interest and medical trend, no assets, no planning for assets. It is based on 20-year municipal bond rate, 2.75%. When you raise the interest, it determines lower liability. What happens is it went up roughly by 12% due to longer future for active employees. It changes every year. There are not a lot of employees, liabilities there is increase in benefits, and lower termination rate causes decrease in liabilities. The liability for both is \$293K vs. \$311K. No drastic changes in the expense. The Board can fund it as fast as it wants, cost of the year accruing over 10 years or 15 years.

Based on this actuarial valuation, roughly \$20K to \$25K annual cost for the OPEB, if amortized in 15 or 20 years, the Board can choose whichever it thinks is appropriate.

Motion to accept the OPEB Actuarial Valuation Report was made by John Boyd, seconded by Joseph Peter Myers, affirmatively voted upon unanimously, and motion carried.

G. Consider Closing the Building Fund Account

President Lucky prefaced the presentation of the Auditor's Report with a reminder that the auditor recommends closing the Building Fund and have just one account, the General Fund. He wanted to preface it so when they get to the auditor's report the Board can ask the auditor about it when he presents his report.

The auditor stated that if there is not much activity in the Building Fund, the library can do away with it. It does cost more work than what it is doing. Keeping track of the expenses related to the building can be accomplished by having a separate bank account.

H. Acceptance of Auditor's Report FYE 2022

Brandon presented and went over the report with the Board. He stated that the audit went well and no disagreement with management. With regards to capitalization, he discussed it with the library's accountant and made adjustments. There are no accounting pronouncements. There is a big asset and big liability this year for the pension and OPEB. There are no material weaknesses and deficiencies in the library's internal control over financial reporting.

The audit report is a clean and fair presentation of the financial position of the governmental activities and each major fund of the library. The management's discussion and analysis section gives readers a perspective on the library's financial activities which includes government-wide financial statements, fund financial statements, and notes to the financial statements. There is an uptick in the court filing fee revenue by 8.23%. Total revenue increased by 71% and expenses increased by 23%. The library's net position increased by \$703,000.

On the topic of liabilities, there is a reduction in net pension liability, current liability in accounts payable is the same, total liabilities is ticking down in the right direction, from \$1.5 million to \$1.2 million. Income statement total program expenses increased from \$2.1 million to \$2.5 million. Salaries increased from \$700K to \$900K. The big difference is in the facility expense mainly due to construction in progress and the costs were expensed, not capitalized. Rental income is fairly consistent, interest income is purely related to interest received, and investment is down by \$72K which is a pretty modest loss. Total program revenue is \$313K and overall net program expenses is \$2.2 million compared to \$1.9 million in fiscal year end 2021.

Motion to accept the Auditor's Report FYE 2022 was made by John Boyd, seconded by Joseph Peter Myers, affirmatively voted upon unanimously, and motion carried.

I. Acceptance of January 2023 Financial Report

Motion to accept the January 2023 Financial Report was made by Joseph Peter Myers, seconded by Judge Jackson, affirmatively voted upon unanimously, and motion carried.

IV. ADJOURNMENT / NEXT MEETING

There being no further business to come before the Board, the meeting was adjourned at 1:25 p.m. Next regular meeting is scheduled for Friday, April 14, 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