

# RUPERT J. SMITH LAW LIBRARY

Minutes January 25, 2016

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**Present:** Charles A. Schwab, Chairman  
James Wilder, Trustee  
James T. Walker, Esquire, Trustee  
Paula Lewis, Trustee  
Johnathan Ferguson, Trustee  
Nora Everlove, Librarian

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**I. MEETING CALLED TO ORDER:**

**II.** Chairman, Charles A. Schwab, calls the meeting to order. Above Trustees present at meeting.

**III. MINUTES:**

Minutes for the October, 2015 meeting were presented for review and approval. Trustee James Walker moves for motion to approve minutes.

**IV. MOTIONS:**

Trustee Walker Motions to approve the October 2015 Minutes that were presented. Trustee Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee Ferguson Motions to have \$500.00 approved for the purchase of folding chairs for the Library. Jim Walker seconds the Motion and the Motion is unanimously carried.

Trustee Ferguson Motions for the Secretary's salary to be raised to \$775.00 per month effective February 1<sup>st</sup> 2016 and she is to be reviewed annually. James Walker seconds the Motion and the Motion is carried unanimously.

**V. DISCUSSION POINTS:**

Minutes  
Motions  
2014/2015 Budget  
Attendance Statistic

**Old Business:**

Librarian budget for 2014/2015

Attendance Statistics  
Arrest at the Law Library  
Rosser Road

**New Business:**

Appear on television to discuss the Law Library/Rosser Road  
Presentation at the Rotary Meeting  
COSA Presentations  
Presentation at the BOCC's Meeting  
Treasure Coast High School Student Tour of the Law Library  
Westlaw Training  
CLE Live Presentation  
Florida Rural Legal Services Child Support Workshop  
Publication Dates  
Request to Purchase Folding Chairs for the Law Library  
Secretary's Salary

**VI. OLD BUSINESS**

**2014/2015 Budget:**

Nora Everlove states that the 2014/2015 financial shows we spent \$787.00 more than originally budgeted. The \$372,000.00 includes the \$30,000.00 that was spent on Rosser Road. The good news is it is \$25,000.00 less than the amended budget so we should be just fine for our audit. Beginning balance for 2014/2015 was \$295,660.00 and our ending balance was \$306,699.00. (Revenue projection is based on \$31,000.00 a month)

**Attendance Statistics:**

Nora Everlove states that the attendance statistics are approximately 5,373 patrons were served, 20% of that number are phone calls we are 2% higher than last year. In 2011 attendance statistics were 3385 which is an increase of 66% compared to this year. The increase is most likely due to the CLE programs conducted in the library. We are also reaching out to more people with the "Friendly Passages" this we would hope to believe could be another factor in the increase. The Chairman believes that a bulk of the patrons would pro-se litigants, Nora states the statistics show that at least 80% of the patrons are indeed pro-se litigants and approximately 19% are attorneys. Check out for CLE tapes (452) generated more than \$2,800.00 in donations which is double what it costs us to mail them out.

**Arrest at the Library:**

A young man was arrested for exposing himself in the library. Unfortunately none of the cameras in the library were working at the time. We are very concerned about the surveillance in the library. Where do we draw the line when we run into incidents like this, when do we call security when we feel we are in an uncomfortable situation prior to any incident. We cannot

assume a situation is going to arise but again where do we draw the line? Should we amend the Library Conduct Rules, is it possible to get security and/or training for employees (threat assessment training). We do have a panic button but after hours and on weekends there is no security to respond from the Courthouse. Chairman Schwab will follow up with Court Administration to see if they have any suggestions, Paula Lewis will follow up with the Sheriff's Department to see if they have any suggestions and Jim Wilder will follow up with a Security company to see what their suggestions may be. There will be a follow up with the Sheriff's Department to see if they can conduct a security analysis. Nora will follow up on this man who was arrested to make sure he has a No Trespassing Order.

**Rosser Road:**

Susan Jacobs states they have to go to the board and request a contract to replace the roof apparently it is leaking. She also states they are still putting together the bid package and looks as if the projection date will be in late Spring, 2017 or Summer, 2017. There were issues with the designs.

**VII. NEW BUSINESS:**

**Port St. Lucie Television:**

James Wilder states he was contacted by Port St. Lucie Television and asked if we would appear to discuss the Law Library and the Rosser Road Build out.

**Presentation at the Rotary Meeting:**

The Law Library will be putting on a presentation at the Rotary Meeting in a couple of weeks.

**COSA Presentations:**

James Wilder has become part of the COSA Board of Directors in charge of programs and the Law Library will presenting hopefully within a few months.

**Board of County Commissioner's Meeting:**

Paula Lewis has suggested that the Law Library come and do a presentation at one of the Board Meetings to try to help people understand what the Law Library is all about and what we offer.

**Student Tours:**

Nora Everlove says there will be student tours on February 18<sup>th</sup> and 19<sup>th</sup> the Public Defender will bring by approximately 60 children by to tour the library. We are trying to figure out a cool handout for them. These students will be from Treasure Coast High School.

**Westlaw Training:**

There will be a Westlaw training on February 4<sup>th</sup>, 2016 in the Law Library

**CLE Live Presentation:**

There will be a Live Presentation on February 26<sup>th</sup>, 2016

**Florida Rural Legal Services Child Support Workshop:**

Not yet scheduled but they are interested in conduction a Child Support Workshop. They have expanded their definition of what they can do. Nora says as soon as we get the date I will let you know.

**Publication dates:**

It has been agreed upon by all Trustees that the publication of the meeting dates shall be posted quarterly to cut costs.

**Request for additional chairs for the Law Library:**

Nora is requesting an allowance of \$500.00 to purchase folding chairs for the Law Library. They ran into a problem with not having enough chairs at one CLE presentation. Jonathan Motions to have \$500.00 approved for the purchase of folding chairs for the Library. Jim Walker seconds the Motion and the Motion is unanimously carried.

**Secretary Salary:**

It has been brought forth that the Secretary has been here for 3 years at the pay rate of \$500.00 per month her predecessor was being paid at the rate of \$750.00. Nora states that the secretary has mastered her ability to perform her duties and tasks, James Walker adds, that she is very responsive when it comes to responding to emails and other issues that need to be taken care of. Jonathan Ferguson Motions for the Secretary's salary to be raised to \$775.00 per month effective February 1<sup>st</sup> 2016 and she is to be reviewed annually. James Walker seconds the Motion and the Motion is carried unanimously.


As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 18 day of April, 2016

  
Chairman, Charles Schwab

  
Trustee, James Walker, Esquire

  
Trustee, James Wilder

  
Trustee, Johnathan Ferguson

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Trustee, Paula Lewis