

RUPERT J. SMITH LAW LIBRARY

APRIL 7, 2017 Minutes

Present: The Honorable Charles A. Schwab, Chairman
County Commissioner Linda Bartz, Vice Chairman
James T. Walker, Esquire, Trustee
James Wilder, Trustee
Jonathan Ferguson, Trustee
Nora Everlove, Librarian
Gale Knowles, Secretary

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 March, 2017 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee, James Walker Motions to approve the meeting minutes for March, 2017. Vice Chairman, Linda Bartz seconds the Motion and the Motion is unanimously carried and approved.

James Walker Motions to approve the Financial Report, James Wilder seconds the Motion and the Motion is carries unanimously.

Jim Wilder Motions to authorize the purchase of a thumb drive and/or other method for backing up/storage of our records in the amount up to \$200.00. James Walker seconds the Motion and the Motion is unanimously carries.

IV. DISCUSSION POINTS:

Minutes
Financial Report
Attendance Statistics
Quarter Two Report
CLE Programs
Law Day
Inventors Paradise
Donations
Security Issues
Rosser Road
Letter to Steve Hoskins "Pete MacDonald"
Storage Devices

V. **NEW BUSINESS**

Librarian Report including Financial Report:

Fund balance stands where it did last meeting. The numbers are off a bit because some payments haven't been posted. With the Lewis Law Library we will end the year at \$170,000.00 in our fund budget.

Revenues and Expenses:

Revenues for the month (\$27,800.00) this is the best month by \$5,000.00. Still \$3500.00 less than last March. Expenditures do not show all expenses paid so the amount is off. Even though we spent \$30,000.00 we are in the process of catching up. We did have a good month of March.

James Walker Motions to approve the Financial Report, James Wilder seconds the Motion and the Motion is carries unanimously.

Attendance:

Attendance figures for February and March.

598 people last month compared to 533 last year in March. Last month we had two events. We had a CLE program and Wills for Veterans. So this could be why the attendance was high.

Quarter Two Report:

This is the second year for Quarterly Reports. Any one given month we may be high or low. Based on last year our estimated yearly revenues budget is \$263,000.00 projected was \$313,000.00. Our projected revenues show \$50,000.00 off. We should have good Revenues for March, April and May. We need to re-approach the hours for the Lewis Law Library and the existing hours for the Rupert J. Smith Law Library. Need to continue to try to find areas where we can cut and find possibilities for grants. Nora will write up a report. Jim Wilder states we could do a Community needs assessment.

CLE Program:

There was a CLE Program on March 31, and there is one scheduled on April 28th with John Stewart (Technology Credit), In May ~~Ruth~~ Ruth Abernathy will be talking about tax reform. The CLE Programs are very well attended

Law Day:

Law Day is coming up on May 1, 2017. It will be held at the Safety Training Complex. We are honoring Wayne Fry and Wendy Dwyer. Our Keynote Speaker is our newest Judge, Michael McNicholas. We have 363 student art contributions and Superintendent Ghent, Kim Cunzo and Carlos Wells are part of the program. Judge Schwab will be introducing Judge McNicholas.

Inventors Paradise for the Library:

Nora is gathering information and she will prepare a report.

Donation:

We have received a donation from a foundation in Naples. Someone who used one of our CLE tapes. Nora reached out to the person who donated and thanked them. They wished to remain anonymous.

VI. OLD BUSINESS

Security Update:

The Library's panic button is working. There was a laps with the front door again, it is in the process of it being fixed. The contractor was going to find out if we can get the door hard wired so we have the ability to control the door. Linda Bartz is sending an email because this is becoming a safety issue. It is dangerous for not only our employees but our patrons as well. The deputies from the Courthouse do conduct walkthroughs.

Rosser Road:

Nora stated she spoke to Susan about the status of the opening of the Rosser Road Library. Susan informed her they are hoping to have a "soft opening" around Labor Day and the official opening beyond that.

Letter to Steve Hoskins - Portrait of Pete MacDonald Donation:

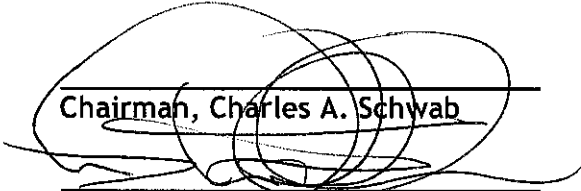
Judge Schwab will prepare a letter to Steve Hoskins thanking him for the "gift offer of the portrait of Pete MacDonald. The Library appreciates the offer but has kindly declined and the portrait will be returned back to Steve.

Storage Devices:

We need a management system Jim Wilder recommends "Paper Port" is has great software. Jim Wilder Motions to authorize the purchase of a thumb drive and/or other method for backing up/storage of our records in the amount up to \$200.00. James Walker seconds the Motion and the Motion is unanimously carries.

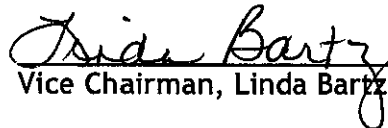
As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 19 day of July, 2017.


Chairman, Charles A. Schwab


Trustee, James Walker, Esquire


Trustee, James Wilder


Vice Chairman, Linda Bartz

Trustee, Jonathan Ferguson