

# RUPERT J. SMITH LAW LIBRARY

Minutes April 18, 2016

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**Present:** Charles A. Schwab, Chairman  
James Wilder, Trustee  
James T. Walker, Esquire, 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 January, 2016 meeting were presented for review and approval. Trustee James Walker moves for motion to approve minutes.

**IV. MOTIONS:**

Trustee James Walker Motions to approve the January, 2016 minutes. Trustee James Wilder seconds the Motion and the Motion is unanimously carried.

**V. DISCUSSION POINTS:**

Minutes

Librarian Report/Financial

Attendance Statistics

Pro-Se litigants - forms for filing

CLE Seminars - prior and future

New Security LT for the Courthouse - LT Hardman

Law Day preparation/Art Contest

Magnet School Program

Subpoena issued for Request for Document by Michael Grant - completed

Hand delivered mail to the Law Library for - non employees

**Old Business:**

Librarian Report/Financial Report

Attendance Statistics

Law Day Art Contest

Will need the Courthouse and after hours Security for Law Day

Subpoena for Documents

**New Business:**

New Courthouse Lieutenant  
Upcoming Seminars  
Issues with security - more camera's...  
Magnet School Program  
Hand delivered mail

**VI. OLD BUSINESS**

**Librarian Report including Financial Report**

Nora opened stating she believes our Revenues are shrinking. She states there was nothing showing for January 2016. She continues to report that the Law Library's expenditures are much more than \$6,000.00 per month but missing expenses will be posted eventually at a later date. So far this year there are no revenues in October but November through January we are averaging \$25,000.00 and our budget is based on \$31,000.00 per month which shows we are over \$5,000.00 short. Most of our expenses are under contract.

Year to date Revenues as of January, 2016 we have \$72,000.00 compared to the last fiscal year where we had more than \$88,000.00. Should this trend continue our Revenues will be \$66,000.00 short of the projection in which we can debate it will be \$50,000.00 or \$60,000.00 but it's a lot of money and the calculation of being \$66,000.00 includes the second quarter being a good quarter. Instead of having a surplus of \$24,000.00 we will have a \$42,000.00 deficit at the end of the fiscal year. Our funding is low due to the Court facility fund which has dropped significantly is usually 80% based on traffic tickets is now about 65% and GAP Legislation is usually 26% from Criminal fees is now approximately 20%.

Nora has brought forth many ways to cut back and will follow up with Finance to discuss with them and double check figures on what is coming in and what is being paid out because there is an approximate \$50,000.00 difference. As for other cuts and/or cancellations of contract they will be tabled until the next meeting. We will also discuss the budgeting process at the next meeting. Should any Trustee have additional suggestions then that would be the time to bring them forth.

**Attendance Statistics:**

Nora Everlove states that the attendance statistics are up mainly because of the CLE Seminars that have been scheduled lately and also approximately

60 students were brought for a student tour to learn more about the Law Library. One of the recent seminars was standing room only.

**Law Day Art Contest:**

We have received over 500 pieces of Art for the contest this year. Attorney Kim Cunzo is working very hard to make it a success. The Honorable Charles Schwab will be introducing Judge Croom as the speaker this year. Also, we need to make sure that they have knowledge of the Law Day Function on May 2, 2016. We need to make sure the Courthouse is open until 7 p.m., and that there is security on site.

**Subpoena for Documents from Michael Grant:**

We have provided all documents in our possession that were request from Michael Grant.

**VII. NEW BUSINESS:**

**New Court Security Lieutenant:**

Bill Hardman Is now the Lieutenant for Court Security. Nora has been trying to get in touch with him in reference to possibly adding more security camera's in the Library. Also we need to make sure that they have knowledge of the Law Day Function on May 2, 2016. We need to make sure the Courthouse is open until 7 p.m., and that there is security on site.

Nora also hear that there possibly a program being scheduled in reference to "What to do in the event of an active shooter". Nora will find out where we are on the list to attend this program.

**CLE Seminars:**

There will be an Estate Planning Seminar in May and also a Seminar on Pitfalls and Spotting Issues for Non Profits.

**Florida Rural Legal and Law Library - Helping Pro Se Litigants:**

Discussion on how pro se litigants can obtain forms for filing. There are a few ways litigant can obtain these forms which are as follows:

- Through the Clerk of Court [www.stlucieclerk.com](http://www.stlucieclerk.com) (for a fee)
- [www.flcourts.org](http://www.flcourts.org) under forms

Nora will be sure to have these links posted on the Law Library's website if they are not already there.

Florida Rural Legal Services handles pro bono cases and can help guide litigants whether representing or them or just informing them what their options may be. The Law Library employees are NOT at liberty to give any kind of legal advice whatsoever. Litigants may file indigent through the Clerk's office but we are unsure if they are deemed indigent if that covers the fee for the packets. Litigants are free to come to the Law Library to utilize the use of our computers. We have also talked with Carolyn from

FRLS and let her know that any time she needs use of our conference rooms she is more than welcome. Our main point is to serve not only the public but also private attorneys and do not wish to cause any conflict with the Clerk's Office, we will continue to refer litigants to them.

**Magnet School Program:**

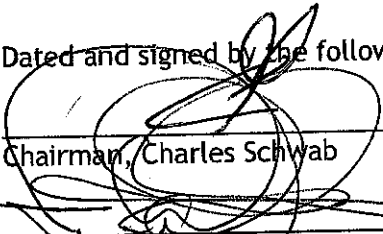
Nora has been in contact with the Communications Officer Ms. Paddock from the School Board. They are trying to figure out what the Library can do to help. Nothing is set in concrete yet and the more she gets information she will address at the next meeting.

**Hand Delivered Mail:**

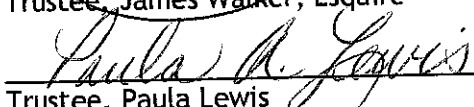
Hand delivered mail to the Law Library for anyone other than employees is NOT prohibited. If we continue to do this accept mail it could result in legal issues.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 10<sup>th</sup> day of June, 2016.

  
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Chairman, Charles Schwab

  
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Trustee, James Walker, Esquire

  
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Trustee, Paula Lewis

  
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Trustee, James Wilder

  
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Trustee, Johnathan Ferguson