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RUPERT J. SMITH LAW LIBRARY

Minutes August, 2016

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

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 August 5, 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 August 5, 2016 minutes. Trustee Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee James Walker Motions to table the balance of the discussion on the 2016/2017 budget and Ten Year Plan. Trustee Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

V. DISCUSSION POINTS:

Minutes
Attendance Statistics
Financial Report
State Contract - Dell Computers
Rosser Road Furniture/Tentative Move-In Date
Possible Cuts in Library Hours
Code Red Active Shooter Training
Proposed Budget 2016/2017 - 10 Year Plan
Law Library Employees

VI. NEW BUSINESS

Most Recent Attendance Statistics

Nora reports "good news" for July's attendance. It looks as if we are up approximately 10% to 15% compared to last year at this time. Nora believes this is attributed to Seminars and Florida Rural Legal Services providing their services to patrons that take place in the Law Library. She has also noted that the numbers show that on the weekends the Library is utilized more on Sundays. This could be due to the Public Library being closed on Sunday. Sunday's patrons consist more of Pro Se Litigants, the most recent count shows 117 Pro Se litigants compared to 10 Attorneys. Week nights show that the Library slows down by 6:00 p.m.

Librarian Report including Financial Report

Nora handed out a copy of the unaudited preliminary June report to the Trustees for review. The report shows that Revenues are showing \$24,300.00 which is \$7,000.00 less than anticipated. The Fund Balance is \$291,000.00. We've spent approximately 5,000.00 more than we brought in. July's expenditures are higher. Discussion of the Financial Report will be tables until the next meeting in hopes that we will have a more accurate report.

State Contracted Dell Computers

Trustee Johnathan Ferguson informed the Trustees that there may be a possible opportunity for the Library to purchase new computers through the State Contract for Dell Computers. He will do more research to find out if the Library qualifies.

Possible Cuts in the Libraries Hours of Operation

Discussion on possible cuts in the libraries hours to help with the budget were discussed. Possibly looking to cut in the nature of services or just shorten the hours per day, close on Saturday and increase hours on Sunday:

- Monday through Thursday: 8:30 a.m. to 5:30 p.m.
- Friday: 8:30 a.m. to 4:30 p.m.
- Saturday: 9:00 a.m. to 12:00 p.m. or possibly close
- Sunday: 1:00 p.m. to 4:00 p.m.

This schedule would save the library approximately \$11,300.00. This discussion will be tabled for the next meeting. Nora will provide another month worth of data to include how many patrons between the hours of 8:30 a.m. to 9:00 a.m. and between the hours of 5:00 p.m. to 6:00 p.m.

VII. OLD BUSINESS:

Rosser Road Furniture and Tentative Move-In Date:

Trustee Johnathan Ferguson states that he and Nora met with Susan to and Mr. Miller to discuss the purchase of furniture and the tentative opening date of the Rosser Road facility. Nora was given the name of the "furniture guy" and will be contacting him and inquiring about prices. The expected opening date of Rosser Road is still July, 2017.

Code Red Active Shooter Training:

Nora is still looking for information on the "Code Red Active Shooter Training Class".

Proposed Budget 2016/2017:

Nora passed out a handout of her amended proposed budget to include information on the fund balance, revenues and expenses for 2016/2017. This discussion will be tabled until the next meeting along with the ten year plan should the ten year plan include Rosser Road or wait until it has been open for a year for more accurate numbers. Trustees are to bring forth suggestions, corrections or additions.

Lastly, Nora has informed us that Frank one of our librarians has accepted an offer to work for the Public Library in Fort Lauderdale. We want to thank him for his many years of service with us and we wish him all of the best. Nora also indicated that she has hired a new librarian to replace Frank, his name is Martin Schwartz, he formerly worked as a Federal Law Librarian. He will be working a few days a week to start. Welcome aboard Martin!

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this ____ day of _____,
_____.

Chairman, Charles Schwab

Trustee, Paula Lewis

Trustee, James Walker, Esquire

Trustee, Johnathan Ferguson