

RUPERT J. SMITH LAW LIBRARY
December 18, 2017 Minutes

Present: Chairman, Charles A. Schwab
Commissioner, Linda Bartz
James Wilder, Trustee
James Walker, 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 October, 2017 meeting were distributed to the Trustee's for review.

MOTIONS:

Commissioner, Bartz Motions to approve the meeting minutes for October, 2017. Trustee, Wilder seconds the Motion, the Motion is unanimously carried and approved.

Trustee Wilder Motions to amend the budget for the disbursement of the build out of South County/Rosser Road to show \$25,000.00 rather than \$30,000.00. Trustee Walker seconds the Motion and the Motion is unanimously carried and approved.

Trustee, Walker Motions for approval of the new Westlaw contract. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

Trustee, Walker moves to ratify the expense for Lexis-Sheppard pursuant to 13.1 Resolution. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

Trustee, Walker moves to have Policy and Procedures put in place for both locations, Fort Pierce and South County. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

Trustee, Walker moves to amend the budget to include up to \$200.00 for preparation and purchase of a plaque for the many years of Johnathan's

service as a Trustee for the Law Library. Commissioner, Bartz seconds the Motion and the Motion is unanimously carried and approved.

Trustee, Walker moves to approve Chairman, Schwab to forward the appropriate correspondence to Mr. Hayling in reference to the issues. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes
Attendance
Librarian's Report/Financials
24 Hour Access, South County
Photo Copiers
Westlaw Contract
Lexis- Sheppard's Contract
Insurance Coverage
Letter to Tipton - Grants
Agenda
Active Shooter Training - Policy and Procedure
Resignation of Johnathan Ferguson
Chuck Ray
Cleaver Hayling
Scheduled Meetings

V. OLD BUSINESS:

Attendance:

Nora states we have had approximately 581 visitors through November which is 50 less than 2016, could be caused by Hurricane Irma. There is no count for South County but Nora states we are getting more and more people asking legal advice rather than asking what and who we are.

Librarian - Financial Report/ Revenues and Expenses:

Nora states the following:

- September year to end report shows our Revenues are off about 7.5%. Our expenditures show we have spent \$277,000.00 which were projected to be about approximately \$370,000.00. (\$91,000.00 difference) She also states \$70,000.00 was due to South County/Rosser Road not opening when expected.
- October's Expenditures are showing \$10,000.00/\$11,000.00 and we budgeted \$15,000.00. The amount spent including but not limited to the moving of shelves, boxes, desks and IKEA order. There are no Revenues to report for the month of October.

- 2017/2018 projection \$340,000.00 plus the move for South County/Rosser Road.
- The Financial prepare by County Finance for 2016/2017 shows 338,000.00 which is off by approximately \$60,000.00 amount agreed was \$262,574.00. Nora contact County Finance to get an Amended Report by next meeting.
- \$55,000.00 was paid out for the MOU. The buildout of South County was estimated to be approximately \$30,000.00 but we actually only spent \$25,000.00. Trustee Wilder Motions to amend the budget for the disbursement of the build out of South County/Rosser Road to show \$25,000.00 rather than \$30,000.00. Trustee Walker seconds the Motion and the Motion is unanimously carried and approved.
- Fund balance shows approximately \$218,482.00. Last year the balance was \$272,000.00 with the anticipation of South County/Rosser Road.

24 Hour Access to South County/Rosser Road:

Nora states the 24 hour access is now working but ~~no cards have been administered to~~ ^{except to trustees} the Trustees at this time. We have had requests for cards from at least ^{four} attorneys.

Photo Copiers:

Nora states we now have two new copiers one here in Fort Pierce and the other in South County. These copiers have new accounting software. Attorneys will have their own accounts for making copies. There won't be any more manual calculations. We are leasing these copiers and it appears that they will be less expensive to us in the long run. As for the old copiers we have, we could possibly donate (501C3). Nora, Trustee Wilder and Trustee Walker will ask around.

Westlaw Contract:

Nora states our Rep., for Westlaw is leaving. He sent Nora a proposed deal to an upgrade to our account. It shows the content for Patrons and Staff would be the same but "bigger". This new contract will be cost effective, wherein the payment would be approximately \$5.00 more per month (1% inflation rate) for a 36 month term. Nora states we will get far more than what we recently had with the previous contract. Trustee, Walker Motions for approval of the new Westlaw contract. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved. The new contract will be signed by Nora.

Lexis - Sheppard's Contract:

Nora states that in reference to the Lexis- Sheppard's contract there will be a \$200.00 increase per month (\$2,400.00 per year) and give us essentially the same coverage we had for \$30,000.00 a year under the previous contract. She also states that in order to maintain access to Sheppard's you need Lexis. This contract is for 24 months. Trustee, Walker moves to ratify the expense for Lexis-Sheppard pursuant to 13.1 Resolution. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

VI. NEW BUSINESS

Insurance Coverage:

Insurance coverage through Wright/Harbor Insurance right now is approximately \$400,000.00 per year. Chairman, Schwab would like input by Trustees in changing the coverage from \$400,000.00 per year to \$300,000.00 per year for replacement costs. After discussion it was determined that the Secretary will contact Sue Port from Harbor Insurance to get a new quote.

Letter to Mr. Tipton - Grants/Funding:

Nora will prepare a letter to Mr. Tipton requesting a grant or additional funding for the Law Library and present it for review by the Trustees at the next scheduled meeting.

Agenda:

There will be an agenda in reference to what will be discussed at each monthly meeting posted in both libraries and on the Law Library website.

Active Shooter - Policy and Procedures

Trustee, Wilder believes there should be a police and procedure put in place for an "Active Shooter". He has information that he can forward to all Trustees. Trustee, Walker moves to have Policy and Procedures put in place for both locations, Fort Pierce and South County. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

Resignation of Johnathan Ferguson:

Trustee, Ferguson has resigned as of December, 2017. Recognition for his time and service as a board member will be at this year's Law Day function. Trustee, Walker moves to amend the budget to include up to \$200.00 for preparation and purchase of a plaque for the many years of Johnathan's service as a Trustee for the Law Library. Commissioner, Bartz seconds the Motion and the Motion is unanimously carried and approved.

Charles "Chuck" Ray:

Chuck was asked to fill the position on the board of Trustees for the Library. Trustee, Walker states he is taking it under consideration.

Cleaver Hayling:

Nora stated she sent Mr. Hayling a letter of things that can and cannot be done in the Law Library. Nora will send Chairman, Schwab a copy of the letter she sent. Due to Mr. Hayling not following the rules, Chairman, Schwab will prepare a second letter with the UPL Statute including language to seize and desist. Trustee, Walker moves to approve Chairman, Schwab to forward the appropriate correspondence to Mr. Hayling in reference to the issues. Trustee, Wilder seconds the Motion and the Motion is unanimously carried and approved.

Scheduled Meetings:

The next scheduled Law Library Meetings are as follows:

- January 12, 2018 at 3:30 p.m.
- February 9, 2018 at 3:30 p.m.
- March 9, 2018 at 3:30 p.m.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 12 day of

JANUARY, 2018.



Chairman, Charles A. Schwab



Trustee, James Walker



Trustee James Wilder



Commissioner, Linda Bartz