

RUPERT J. SMITH LAW LIBRARY

Minutes April 4, 2014

Present: Honorable Charles A. Schwab, Chairman
Paula A. Lewis, County Commissioner, Trustee
James Wilder, Trustee
Nora J. Everlove, Librarian
Johnathan A. Ferguson, Esquire, Trustee
James T. Walker, Esquire, Trustee
Gale M. Knowles, Secretary

I. MINUTES:

Judge Schwab had to leave the meeting but requests the meeting come to order in his absence until he returns. Trustee Lewis opens the meeting. The Trustees have no issues with Trustee Paula Lewis conducting the meeting until Judge Schwab's return.

II. MOTION:

Trustee Lewis motioned to approve the February, 2014 Financial Report. The Motion was unanimously carried.

Trustee Wilder motioned to approve the Attendance Statistic and Analysis Report presented by Ms. Everlove. The Motion was unanimously carried.

Trustee Ferguson motioned to approve the proposed Job Description for Secretary of the Board presented by Ms. Everlove. The Motion was unanimously carried.

III. DISCUSSION POINTS:

Financial Reports

Attendance Statistics and Analysis

Proposed Job Description for Secretary of the Board

Proposal for the Law Library to be the CLE Sponsor and Applicant - Mr. Walker to be the Trustee.

IV. FINANCIALS:

The financial reports for February, 2014 were presented and discussed. Ms. Everlove stated that from October through December we have been running on average. January was a good month, maybe \$1,000.00 more than usual and February was right on track. Unfortunately we are behind in payments so we need to be careful. As of February's report the balance shows \$322,000.00 but once March's report becomes available it will show that the amount is substantially less. Through great effort from Gale and Finance we are very close to being caught up.

Ms. Everlove also states that there will be a minimal of \$50,000.00 for book expenses that will show on March's financial report. Nora also notes that the year to date amount on February's Financial Report is \$35,000.00 but we know we have spent well more than that on books and the catch up will show next time. Also, Gale has had to hit the ground running, our insurance had become lapsed during the change in secretaries but is now taken care of and Finance has confirmed same. Nora stated that is all she has on the Financial no questions or comments were made from the Trustees. Ms. Lewis made a Motion to approve the Financial Report as present, Trustee Wilder second the motion and it was carried unanimously and accepted.

V. ATTENDANCE STATISTIC and ANALYSIS:

Ms. Everlove states we are averaging approximately 400 people per month. February was a slow month but overall we are doing very well. Nora presented an analysis that stated the 1st year we moved in to the building we had a falling off of traffic. In 2012 the ball started to roll, we had 21% more patrons compared to 2011 and then in 2013 we were up another 28%. Also, significantly is we are using other forms of communication our patron used to walk through the front door, now they call us. We realized this was kind of counter-productive for our statistics so we started tracking our phone calls. In three years we have had increased 130% by serving people over the phone and are also serving a lot of people by email we haven't started tracking that but that is the next step. We also need to start tracking approximately how many CLE tapes we are sending out because you will be please to know how well that collection is being used. We just ordered another 12 to 15 new programs and should be receiving them soon and we know they will be right out the door because we actually have a waiting list. Nora states she believes the CLE program is the best program the Law Library has had in years. She believes the reason why the Law Library has grown so quickly is because it is now open more hours and believes because there is such a great store front appeal that there will be a rise in pro-se litigants. The statistics show that compared to approximately 10 years ago most of the visits were attorneys compared to pro-se litigants and as of today the statistics have pretty much the opposite. Family Passages has given us a regional presence and believes the whole circuit relies on the Law Library at this point. Trustee Ferguson made a Motion to approve the Attendance Statistics and Analysis as present, Trustee Wilder second the motion and it was carried unanimously and accepted.

VI. ACCOUNTING and other issues regarding "FRIENDS":

Trustee Walker states that last year there was an issue with the accounting for the \$3,500.00 stating part of the problem was there wasn't a formal invoice from "Friends" or the Trustees for the Art Contest. Trustee Walker provided an invoice of \$3,500.00 for this year's Art Contest.

Trustee Walker also indicates that in the past the "Friends" has had an Annual Lecture Series and one hour CLE in which there is a charge of approximately \$100.00 to apply by the Bar, for the "Friends" that is a lot of money it turns out if you are a Governmental Organization there is no charge. Trustee Walker would like to propose that the Trustees serve as formal Sponsors of the CLE Series. The


application would be in the name of the Trustees rather than the "Friends" so that cost can be avoided. Trustee Ferguson moves that the Rupert J. Smith Law Library Trustees accept the responsibility to be the CLE Sponsor and Applicant for the lunch time CLE programs and nominate Mr. Walker as the Trustee to fill out the necessary paperwork. Trustee Lewis second the motion and it was carried unanimously and accepted.

VII. OTHER TOPICS:

Other counties are charging for CLE tapes, we charge postage.
Card catalogue is not up to date but Ms. Everlove is working on it.
Upcoming Audit - Once Audit complete copies will be supplied to Trustees.
Dues for COSA are due Trustee Wilder paid the \$25.00 and will continue to do so.
Jim Walker requests a formal portrait of the Trustee at the Law Day function for the Website. "Friends" may be willing to pay for the cost of that. Chairman states he would like to find a time when ALL Trustees are available.
CPR and AED Instruction - Trustee Wilder is offering free training to Trustees will advise where and when after he speaks with Beth Rider.
Chairman Schwab agrees to speak at the Law Day Function.

As there were no further topics for discussion the meeting was adjourned.

Dated and signed by the following Trustees this 7th day of January, 2015.



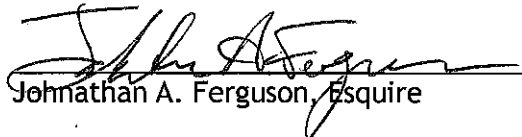
Charles A. Schwab, Chairman



Paula A. Lewis, County Commissioner



James A. Wilder



Johnathan A. Ferguson, Esquire



James T. Walker, Esquire