

RUPERT J. SMITH LAW LIBRARY

Minutes August 1, 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

I. MINUTES:

The Honorable Charles A. Schwab, Chairman opens the meeting at the Old Port St. Lucie Police Department located on Rosser Road. This facility is to be the location of a new branch of the St. Lucie County Public Library system and possible new location of an additional Law Library. Susan Jacobs, St. Lucie County Library Director introduced herself and conducted a tour of the facility for all present.

II. MOTIONS:

Trustee Walker Motioned to have the July, 2014 Meeting Minutes be read at the next meeting of September 5, 2014, as the minutes of that meeting were unavailable. Trustee Lewis seconds the Motion and the Motion was unanimously carried.

Under Old Business, Trustee Ferguson Motioned for the prospect of future construction modifications, or "build out" of the existing main library facilities to be tabled until further budget review is performed. Trustee Wilder seconds the motion and it was carried unanimously and accepted.

Motion to have Committee Secretary (Gale Knowles) participate in Records Retention Seminar and for budget amendment to authorize payment for this course moved by Trustee Walker and seconded by Trustee Ferguson. The Motion carried unanimously.

III. DISCUSSION POINTS:

Minutes from prior meetings (tabled)

Remodeling Main Courthouse Library Facility (Tabled)

Discussion of possible use/feasibility of Rosser Road Facility as site for future law library expansion

Discussion of CPA/Auditor Report - Copy provided to Trustees

Status of Budget 2013-2014

Budget for upcoming fiscal year 2014-2015

Ten Year Budget Plan
Law Issues for Special District
Library "Use for Dummies" Course
Attorney Seminars
Records Seminar for Secretary - Motion Approved

IV. FINANCIALS:

No financials were provided or discussed at this time.

V. READING MINUTES:

The Minutes for the past 3-4 meetings have been provided via email to all Trustees and will be discussed at the next meeting.

VI. REMODELING COURTHOUSE LIBRARY FACILITY:

Status of the remodeling of the Courthouse facility cost is broken down in 3 parts:

1. Out with old
2. Build out
3. Furnishings

Nora Everlove provided initial cost estimates for proposed facility remodel of approximately \$12,467.00.

Remodeling the Facility was not in last year's budget. Noting this year's budget deficit and the need to prepare next year's budget, contemplated remodeling was tabled at this time

VII. STATUS OF BUDGET FOR 2013 - 2014:

2013-2014 SHORTFALL - Projected \$40,000.00 deficiency

Discuss Amendment to budget as:

- Revenue down
- Initial perceived shortfall \$35,000 from reserves will need to be \$40,000

Review Status of budget, need for budget amendment regarding perceived year ending deficiency and issues to be addressed in the 2015-2105 budget

Nora to prepare an Agenda item for:

Breakdown of service contracts including, but not limited to, on-line and paper subscriptions, library and staff services, and facilities costs. Nora to provide information on sets of materials under contract by contract if possible. Nora will prepare a proposal of ideas for cuts all budgetary items under review.

Discussion as to Budgetary Process and CPA audit. Addressed issue within audit re: payment of sales tax as a nonprofit governmental entity noted. Nora advised that credenza from Walmart was purchased on line with no availability to enter information re: non-profit governmental status. Purchase was still less expensive then purchasing from any other entity with the non-profit, governmental agency status used).

Discussion of 10 Year Plan needed.

VIII. ROSSER ROAD FACILITY:

Tour of facility provided by Susan Jacobs. Topics discussed included:

- Any cost that would affect our budget in the nature of rent, shared utilities or otherwise
- Space/square footage anticipated to be allotted
- Need for separate entrance
- Hours of operation and staffing
- Cost of staffing

Nora to follow up for further specifics as they become available through the process

IX. LAW ISSUES FOR SPECIAL DISTRICT:

Special District Statute 189.416 now 189.14

Discussed need for complying with statute and publication of meetings in accordance with same

F.S. 189.069 required info:

1. Need information posted on fiscal year
2. Need Audited Report posted
3. Need meetings for next fiscal year posted

X. LIBRARY USAGE COURSE

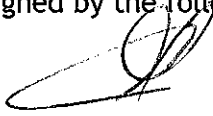
Discussion was held regarding devising a course and instruction on library services and usage

XI. ATTORNEY SEMINARS:

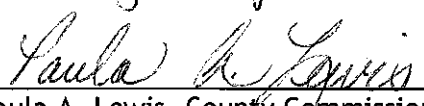
Discussion was held regarding providing topical seminars with use of local attorneys that will help with the "pro-se" community.

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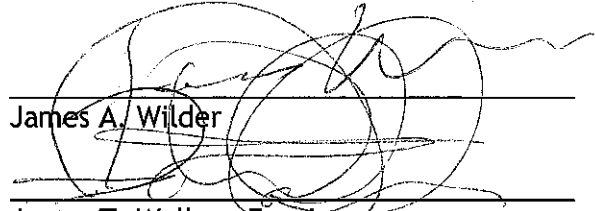
Dated and signed by the following Trustees this ^{5th} day of January, 2015.



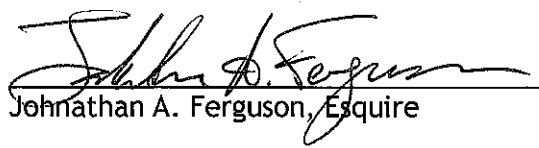
Charles A. Schwab, Chairman



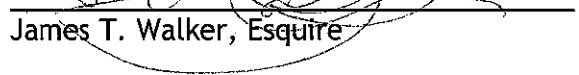
Paula A. Lewis, County Commissioner



James A. Wilder



Johnathan A. Ferguson, Esquire



James T. Walker, Esquire