

# RUPERT J. SMITH LAW LIBRARY

Minutes FEBRUARY 13, 2015

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

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## I. MINUTES:

Trustee James Walker, calls the meeting to order. The Honorable Charles Schwab, Chairman will not be present at meeting all Trustees listed above are present.

## II. MOTIONS:

Trustee James Wilder Motions to approve the Treasurer's Financial Report for January, 2015 subject to a \$2,000.00 correction showing a Friendly Passages press subsidy. Trustee Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee Paula Lewis Motions for review of the January, 2015 Meeting Minutes at the March 13, 2015 Law Library meeting. Trustee James Wilder seconds the Motion and the Motion is unanimously carried.

Trustee James Wilder Motions to accept the Memorandum of Understanding for the Rosser Road build out, as it has been presented. Trustee Johnathan Ferguson seconds for discussion and states this Memorandum is being done in "Good Faith". The Memorandum is being signed with the understanding that the parties will be further coming to a more detailed Memorandum and a Facility Use Agreement. Trustee Wilder would like to accept as a "friendly amendment" to the Facility Use Agreement. Trustee Ferguson agrees and the Motion is unanimously carried.

Trustee Johnathan Ferguson Motions to invite the Architect to the March, 2014 Law Library meeting and requests that Trustee Lewis and/or Librarian, Nora Everlove to reach out to Susan at the County to see if we can meet to discuss the build out and costs of the Rosser Road site. Trustee Wilder seconds the Motion and the Motion is unanimously carried.

## III. DISCUSSION POINTS:

Minutes

Treasurer's Financial Report for January, 2015

Reading of Minutes

Librarian's Report

Parking Issues

Status of Adjoining Conference Room Build Out

Update on the Rosser Road Site

Possible Conference with the Rosser Road Architect

Grant Funding

Projections on the Opening of Rosser Road and Staffing

Special Thank You to Trustees from James Walker

Panic Button for Afterhours at the Main Law Library

#### **IV. FINANCIALS FOR JANUARY, 2015:**

Librarian, Nora Everlove states that there is approximately \$308,000.00 in the bank but \$15,000.00 of it is already encumbered and that the revenues are up compared to November. We haven't spent a lot of money which is the understatement of the year. There is only \$8,000.00 for materials or \$15,000.00 for the year. I have prepared a quarterly report that shows how we are doing against the budget. I have also analyzed the quarters of October through December. Quarter one we spent \$38,400.00 and if I were to project that out for the year it would be \$153,600.00. So as it looks as of right now we are right on the money or very close to it. I have come across a bill that was most likely miscoded for the Trustee's approving \$2,000.00 towards Friendly Passages and it must have been coded as the "Art Essay Contest" because it appears on our budget as "Art". In terms of our revenues that we received in November and December, we have received \$57,305.00 so far this year and that represents only two months, there were no revenues in October. If we project that out, it comes to approximately \$344,000.00 which is almost \$50,000.00 under budget. After further discussion, Trustee Wilder Motioned to approve the Treasurer's Financial Report subject to a \$2,000.00 correction showing a Friendly Passages press subsidy. Trustee Ferguson seconds the Motion and the Motion is unanimously carried.

#### **V. READING MINUTES:**

There was no reading of the February minutes at this meeting. Trustee Lewis Motioned to review and approve the February Minutes at the March 13, 2015 meeting.

#### **VI. LIBRARIAN'S REPORT:**

Librarian, Nora Everlove reports that the library is building another Art collection. They have received their first Art book this year, which was put together by a Kindergarten class. It looks as if there are approximately 200 entries so far which is about average. The deadline for entry has been extended to March 6, 2015.

**VII. PARKING COMPLAINTS:**

It has been brought to the Law Library staff's attention that there have been many issues/complaints by patrons about the parking spaces for the Law Library. Patrons are having to park quite a distance away from the Law Library, it appears to be an ongoing problem.

**VIII. STATUS OF THE BUILD OUT OF THE ADJOINING CONFERENCE ROOM:**

The Librarian, Nora Everlove states that she is still working on the build out of the main Law Library and still awaiting on estimates.

**IX. ROSSER ROAD FACILITY UPDATE:**

Trustee Ferguson and Librarian, Nora Everlove met with Susan Jacobs from the County, the Library's IT person and Architect to go over some of the details. The Architect took the Law Library's (Nora and Johnathan) drawing that they had come up with and he made it official, making sure all changes work for our needs. They also discussed having electrical outlets, data drops and that the furnishings, carpeting and/or vinyl flooring would remain consistent with the Library's color schemes and wouldn't do anything different from one (1) a cost standpoint and two (2) a flow esthetic in that it would feel like it is part of the main Library even though it is distinct and separate because of the separate entrance. There is one build out counter area that will remain consistent throughout the library. There has not been an approved flooring yet, most likely a high grade commercial carpeting for sound qualities or a heavy duty vinyl. We will also maintain flexibility at a low cost. The timeframe will be extended to approximately the summer of 2016 but may not open until October of the new budget year. The contract (MOU) was accepted by all Trustee's with cause for discussion. With further discussion Trustee Wilder Motioned to accept the Memorandum of Understanding as it has been presented.

**X. CONFERENCE WITH THE ARCHITECT FOR ROSSER ROAD:**

It was discussed to possibly have the Architect from the Rosser Road site be invited to the next Law Library meeting. It was asked of the Librarian or Trustee Lewis to reach out to Susan from the County to see if that is at all possible. Pursuant to that discussion Trustee Ferguson Motioned to have the Architect be invited to the March 13, 2015 meeting.

**XI. GRANTS AND FUNDING:**

Trustee Wilder brought forth information on Grant Funding and the Grant proposal. The LSTA (Library Technical Service Act) is where we will be looking to ask for a \$10,000.00 grant funding for our "Just in Time" video series. Carmilla, Nora and James are working on the Grant proposal which is to be submitted by April 8, 2015. As soon as the proposal is completed it will be brought to the other Trustees for their review prior to being submitted.

**XII. PROJECTIONS ON THE OPENING OF THE ROSSER ROAD FACILITY:**

Librarian, Nora Everlove brought forth the projections of the opening of the Rosser Road facility and for 20 hours per week staffing it is estimated to be over \$45,000.00 and 40 hours would be closer to \$80,000.00 annually with an additional \$3,000.00 more for materials. The projection will be determined closer to opening day.

**XIII. SPECIAL THANK YOU TO TRUSTEES:**

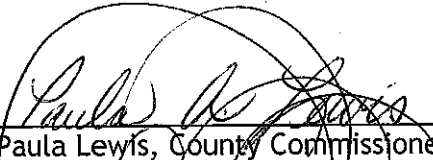
Trustee Walker brought to the table a special thank you to Trustee Wilder and Trustee Ferguson for all of their hard work and for taking the extra step to get things done. Trustee Walker extends so much gratitude for their giving the Law Library 100% and wanted them to know that they are very much appreciated.

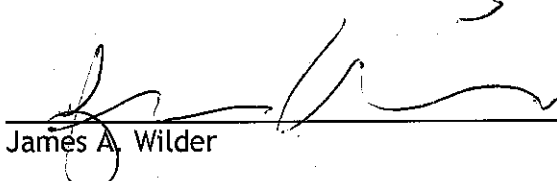
**XIV. PANIC BUTTON FOR AFTERHOURS STAFF:**

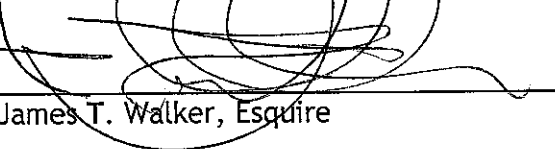
It has been brought to the Trustee's attention that there is an issue with the Panic button at the main Law Library after hours. After 5:00 p.m. security is gone and there isn't anyone to respond to any issues that may arise in the Library. It was requested by Trustee Walker that the Librarian, Nora Everlove look into a more reliable security system for the Law Library after hours.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 13 day of November, 2015

  
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Paula Lewis, County Commissioner

  
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James A. Wilder

  
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James T. Walker, Esquire

  
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Johnathan A. Ferguson, Esquire