

# RUPERT J. SMITH LAW LIBRARY

Minutes JANUARY 9, 2015

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Present: Honorable Charles A. Schwab, Chairman  
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:

The Honorable Charles Schwab, Chairman, calls the meeting to order.

## II. MOTIONS:

Trustee, James Walker Motions to approve minutes presented by Secretary, Gale Knowles for January 2014 through December 2014. Trustee, James Wilder seconds the Motion and the Motion was unanimously carried.

Trustee, Johnathan Ferguson Motions to accept the Financial<sup>RELAYS</sup> that were presented by the Librarian, Nora Everlove. Trustee, James Walker seconds the Motion and the Motion was unanimously carried.

Trustee, James Walker Motions to authorize a Commitment in reference to the Rosser Road build out subject to final approval of the Contract agreeing to commit to the \$55,000.00 build out cost and it to be paid at a reasonable schedule and for the build out not to exceed the \$55,000.00. Trustee, James Wilder seconds the Motion and the Motion is carried unanimously.

Trustee, James Walker Motions for Publication of the Law Libraries meetings (dates and times) and Motion to amend the publication costs. Trustee, Paula Lewis seconds the Motion and the Motion is carried unanimously.

Trustee, James Walker Motions to move forward and authorize the commencement of the work on the adjoining conference room in the main Law Library. Trustee, Johnathan Ferguson seconds the Motion and the Motion is carried unanimously.

Trustee, James Walker Motions that there be a commissioned effort to proceed forward with the drafting of a Grant Proposal or Implementation of a "Just in Time" program. Trustee, Johnathan Ferguson seconds the Motion and the Motion is carried unanimously.

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Trustee, Johnathan Ferguson Motions for an expenditure of \$155.00 for the purchase of transcription equipment for the Secretary. Trustee, James Walker seconds the Motion and the Motion is carried unanimously.

**III. DISCUSSION POINTS:**

Minutes

Financials

Update on the Rosser Road Site

2015 Conference on Record Retention

TCPalm Law Library Meetings Publication

Tax Identification Number

Status of Adjoining Conference Room

Grants

Transcription Equipment for Secretary

**IV. FINANCIALS:**

Nora Everlove, Secretary presents the Financials for November and December, 2014. November was a very quiet month. We have received \$57,000.00 so far in revenues which does not include the month of October. This represents only two months of revenues. This is a bit lower because we are typically projecting at approximately \$30,000.00 to \$31,000.00 per month, this works out to be approximately a little less than \$28,000.00 per month. After review and discussion of the Financials, Trustee Ferguson Motions to accept the Financials.

**V. READING MINUTES:**

All minutes for January, 2014 through December, 2014 were presented. Trustee Walker Motioned to approve and executed all minutes.

**VI. ROSSER ROAD SITE:**

Update on the Rosser Road site presented by Trustee Ferguson. Trustee Ferguson presented a "dummy" floor plan for review and states it is not necessarily the "final" floor plan. There was a discussion at the last meeting about the work ability of space and how it might layout and is it feasible as to whether or not there is enough space for the Law Library. Trustee Ferguson and the Librarian, Nora Everlove do indeed believe the space is feasible. There has been an agreement on the "wording" of the Memorandum of Understanding but, the only outstanding issue was the amount of money if any the Law Library would contribute towards the construction of the Law Library's space. The County is asking for us to pay for the build out based on the architect's estimate of \$75.00 per square foot and only calculating the corner space and not charging us for the conference room we will also have access to. Trustee Ferguson asked the County

for their latest impact fee accounting, how much monies they had in their impact fees and to see how it squared up with their proposed budget for the Law Library. The bottom line is the architect has estimated that the Library and the build out of the Law Library space including equipping the main Library is approximately a \$3 million dollar effort. This includes \$325,000.00 for the public meeting room. In round numbers there is about \$2.5 million dollars in impact fees available and the County is applying for, a \$500,000.00 grant in which they won't know if they have been approved or not until July, 2015. Trustee Ferguson's suggestion is, he'd like to go back to the County with a proposal that we agree to pay the \$55,000.00 towards the construction cost which is a not to exceed number for us and that we pay actual construction costs in case they happen to come in lower. The \$55,000.00 be structured, we pay \$30,000.00 as of July 1, 2015 with the remaining balance due when the construction is completed or when there is a certificate of occupancy. At that time we will know exactly what the actual construction is and should give us an opportunity to further build up the reserves that we need to fund this. Trustee Ferguson believes the total budget amount would be approximately \$75,000.00 to construct and furnish the Rosser Road Law Library. After more discussion and questions, Trustee Walker Motioned to authorize a commitment subject to final approval of the contract and to commit to paying the build out fees at a reasonable schedule and not to exceed the \$55,000.00.

**VII. 2015 RECORDS RETENTION CONFERENCE:**

It was discussed that the Secretary will be attending the 2015 Records Retention Conference. The time and date have not been posted as of yet.

**VIII. PUBLICATION OF LAW LIBRARY MEETINGS IN TCPALM:**

The Honorable Charles Schwab, Chairman, spoke of the posting of the Law Library's meeting dates in TCPalm. The fee is approximately \$55.00 per post but we are looking to just post annually to save money. This posting is a requirement and the first posting will be the first week of February. After discussion of the publication, Trustee Walker Motioned for publication of the Law Library monthly meetings in TCPalm.

**IX. TAX IDENTIFICATION NUMBER:**

Trustee Walker brought up information he researched in reference to the Law Library having its own Tax ID #. He spoke with Katie Everlove and her suggestion was that if we are currently using the County's Tax ID # and in view of the intermingling that has been taking place where our money is at the County but is accounted for separately and if the County has been including our income in their income tax returns, she recommends that we continue that existing practice and not establish a separate Tax ID #. If we did, it would require us to have a separate Income Tax Return and require us to possibly withdraw our funds from the common fund with the County and open a separate account with separate ID #.

**X. STATUS OF ADJOINING CONFERENCE ROOM:**

This plan was previously approved. Just over \$2,700.00 to furnish this new conference room and the Secretary, Nora Everlove, says we should be receiving another estimate on the re-build out of the conference room. The last estimate we received was approximately \$5,000.00 just for the re-build. The total re-build amount including furnishings would be approximately \$8,000.00 to \$9,000.00. Once Nora receives the new estimates she will present them. After discussion, Trustee Walker Motioned to authorize commencement of the re-build.

**XI. GRANTS AND FUNDING:**

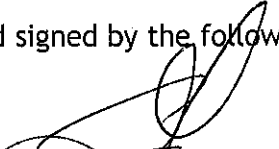
Trustee James Wilder brought forth information regarding building funding, facility funding, operational funding and grant funding. He state he is working on the "Just in Time" video presentation and funding. He has contacted Sandy in Tallahassee in reference to information on the grant funding for the "Just in Time" video and what the steps are. He stated the next step is to outline what we want to do and how we want to do it. We have two months to get the draft of the grand proposal completed and submitted. After discussion Trustee Walker, Motioned that there be commissioned effort to proceed forward with the drafting of the grant proposal or implementation of a "Just in Time" program.

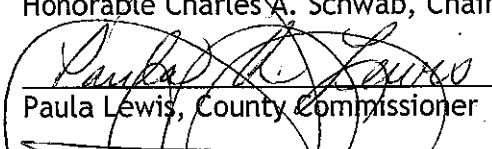
**XII. TRANSCRIPTION EQUIPMENT:**

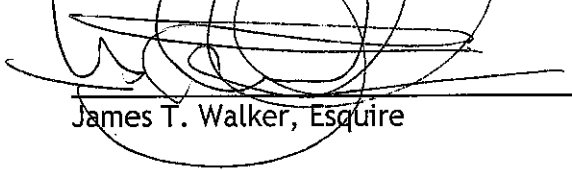
The Secretary requested the purchase of transcription equipment for the Law Library's meetings and minutes. After discussion, Trustee Ferguson Motioned for a \$155.00 expenditure to purchase this equipment.

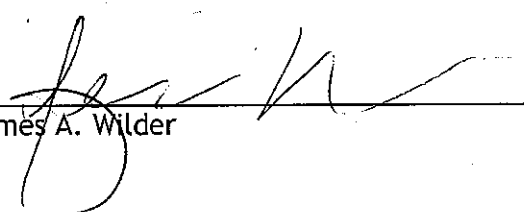
As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 13 day of March, 2006.

  
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Honorable Charles A. Schwab, Chairman

  
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Paula Lewis, County Commissioner

  
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James T. Walker, Esquire

  
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James A. Wilder

  
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Johnathan A. Ferguson, Esquire