

RUPERT J. SMITH LAW LIBRARY

Minutes January 27, 2014 Emergency Meeting

Present: Honorable Burton C. Connor, Chairman
Paula A. Lewis, County Commissioner, Trustee
James Wilder, Trustee
Nora J. Everlove, Librarian via telephone
Johnathan A. Ferguson, Esquire, Trustee
James T. Walker, Esquire, Trustee

I. MINUTES:

Judge Connor presented that the purpose for this emergency meeting is due to the fact that Lynn Atkinson, Secretary to the Law Library has resigned from her duties and he as well has to resign as Chairman of the board of Trustees for the Rupert J. Smith Law Library.

Judge Connor states that the position of Chairman has been offered to another Judge who has unfortunately turned it down but also became aware of a new Judge to the Circuit Judge Charles A. Schwab who not only works for the 19th Circuit but is also a resident of St. Lucie County. Judge Connor urges the board to consider Judge Schwab as the new Chairman for the Rupert J. Smith Law Library. He states that the statute provides one member of the board has to be a circuit Judge and/or a Resident Judge

Judge Connor also discussed the position of Secretary to the Law Library and stated there are 3 if not 4 important functions required by the secretary which are:

- Keeping Minutes of all meetings/transcribe
- Make sure all bills are being paid
- Keep in contact with finance
- Keep in contact with accountant and insurance reps

Judge Connor states that it's not protocol but most of the secretaries that have been in this position have been Judicial Assistants. Judge Connor opens the floor to the other board members for their input/questions/concerns.

Jim Walker: He would like to look at the Special Act before making any decisions he states it would be very helpful. After review of the Special Act I propose to contact Judge Schwab and invite him to serve on the board and perhaps we made a package deal where his JA would be invited to serve and receive an independent salary of \$500.00 and be increased in a period of time. This is being put in as a Motion...

Paula Lewis: Her main question is if it has to be a Judicial Assistant, other than that she really has no thoughts on the matter at this time.

Johnathan A. Ferguson: It would be nice to have someone in there and have stability. Do we have to advertise for the position is it our obligations? Is it an option to keep Judge Connor on the board and utilize Judge Schwab's Judicial Assistant?

Nora Everlove: Has mixed feelings. If you feel Pam Phelps is the one for the job then I back you up but understand about the "long term" position. I would like to help facilitate the job search if that is the route we have to take and allow me to go about getting the bills paid until then. Is it possible to change the language in the Special Act just to say a Judge who resides in St. Lucie County rather than a Circuit Court Judge who resides in St. Lucie County? I hate to see both you, Judge Connor and Lynn leaving at the same time you will be missed.

James Wilder: Asked if there was any job description for the secretarial position. Nora stated there was one back in 1992/1993 but not sure if she can even locate it. Nora stated that maybe she can contact Lynn to see if it is possible for her to send a list of the tasks she performed on a monthly basis. Judge Connor stated Lynn has left the State on short notice and probably would not be able to do that.

II. MOTION:

Jim Walker made a Motion to invite Judge Schwab to serve as Chairman and his Judicial Assistant Gale to serve as Secretary to the Rupert J. Smith Law Library. Mr. Ferguson second the Motion.

Judge Connor entertained the Motion and it was carried unanimously.

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

Dated and signed by the following Trustees this 4th day of January, 2015.

Burton C. Connor, Chairman

Paula A. Lewis
Paula A. Lewis, County/Commissioner

James A. Wilder

Johnathan A. Ferguson
Johnathan A. Ferguson, Esquire

James T. Walker, Esquire