

# RUPERT J. SMITH LAW LIBRARY

Minutes July 10, 2015

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

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**I. MEETING CALLED TO ORDER:**

**II.** Chairman Charles A. Schwab, calls the meeting to order. All Trustees present at meeting.

**III. MINUTES:**

Minutes for the June, 2015 meeting were presented for review and approval. Trustee James Walker moves for motion to approve minutes with corrections.

**IV. MOTIONS:**

Trustee James Walker Motions to approve the June, 2015 minutes. Trustee James Wilder seconds the Motion and the Motion is unanimously carried.

Trustee James Wilder Motions that we continue to utilize the Library System Code of Patron Conduct that is in effect right now but amend it to reflect that if a patron is removed from the library upon trespassing, the patron shall be barred from the library indefinitely until the Trustees are able thereafter to determine what period of continued suspension shall be proper. Trustee James Walker seconds the Motion and the Motion is carried unanimously.

Trustee James Walker Motions for approval of the proposed policy Nora has prepared in reference to disposition of student art with the provision allowing return of student art to the student upon request. Trustee Jonathan Ferguson seconds the Motion and the Motion is carried unanimously.

Trustee James Wilder Motions for authorization for the purchase of 2 art bins to store the student art for a total not more than \$290.00 plus shipping

costs. Trustee James Walker seconds the Motion and the Motion is unanimously carried.

**V. DISCUSSION POINTS:**

Minutes

Motions

Librarian Financial Report for June, 2015

Donations

Attendance Statistics

Internet Statistics

Old News:

Update Rosser Road Facility

Status of Law Library Build Out

Disposition of Student Art Work

Library System Code of Patron Conduct

Handicap Parking

**VI. LIBRARIAN FINANCIAL REPORT FOR MAY 2015:**

Nora Everlove, Librarian distributed May, 2015 Financial Report. She states that the Library has received \$32,000.00 which is a little above average. However, that includes the \$4,000.00 bump we got from the extra collections by the Clerk of Court. Nora states we would probably would not have had such a good month if we didn't receive that. She also states that the Library is averaging about \$31,000.00 a month for the year and we are budgeted at \$32,000.00. This means we are either not on schedule or with one good month we will be back on schedule. June, 2015 report is not available at this time but should be by the next meeting in August.

**VII. DONATIONS:**

Nora Everlove, Librarian states that the Library has received approximately \$1,500.00 worth of donations this year. Most of the donations are related to our CLE program.

**VIII. ATTENDANCE STATISTICS:**

Nora Everlove, Librarian stated in June the Library had a good month. We are roughly averaging approximately the same as June, 2014 we have had about a 4% increase since last year. More and more people are calling in requests, our phone calls are increasingly higher.

**IX. INTERNET STATISTICS:**

Nora Everlove, Librarian states that the Law Library's website shows that out of the top 25 downloads approximately 25 of them are for Friendly Passages and there are a lot of views of the Law Library Minutes, Local Rules and Administrative Orders. It looks as if the average visitor views approximately 5 pages.

**X. BUDGET:**

Nora Everlove, Librarian estimates we will spend \$341,000.00 next year. She also indicates we will have \$372,000.00 in revenues at \$32,000.00 per month. We would be ending the year with a surplus of about \$30,000.00 and we should go into the year with about \$285,000.00 and come out with approximately \$316,000.00. The budget will be emailed to all trustees for their review and input and more discussion will be held at the next meeting. The budget is due come September.

**XI. OLD NEWS:**

**Update Rosser Road Facility:**

Trustee Paula Lewis states the County Commissioners will be meeting on Monday to discuss their budget. Therefore, we should know more about the Rosser Road Facility by the next meeting.

**Status of Law Library Build Out:**

Nora Everlove, Librarian states that build out has begun. The books are gone and the next step would be for the contractor start breaking down the shelves. We should have more information at the next meeting.

**Disposition of Art work:**

Nora Everlove, Librarian prepared a proposed policy for the disposition of the art work. She proposes that we invest in a couple of art bins to store the art work and it would make it easier for people to look through. We should try to sell them for donation purposes to benefit future art contest. We could also distribute some of the art to the school board for display. Should the "artist" request their artwork back we will more than gladly return it to them.

**Library System Code of Patron Conduct:**

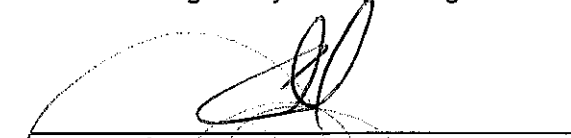
Nora Everlove, Librarian proposes that we continue to utilize the Library System Code of Patron Conduct that is in effect right now but amend it to reflect that if a patron is removed from the library upon trespassing, the patron shall be barred from the library indefinitely until the Trustees are able thereafter to determine what period of continued suspension shall be proper.

**Handicap Parking:**

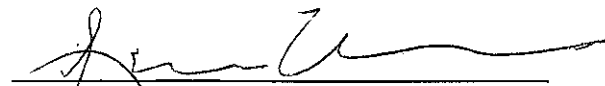
Nora Everlove, Librarian has posted on the Law Library's website a map of handicap parking areas for patrons who visit the Law Library.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 7 day of August, 2015

  
Chairman, Charles Schwab

  
Trustee, James Walker, Esquire

  
Trustee, James Wilder

  
Trustee, Paula Lewis, County Commissioner

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Trustee, Johnathan Ferguson