

RUPERT J. SMITH LAW LIBRARY

Minutes June 19, 2015

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

Guest: Sgt. Mittwede

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 May, 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 May, 2015 minutes. Trustee Paula Lewis seconds the Motion and the Motion is unanimously carried.

Trustee James Walker to Motions that the proposed budget be approved by reversing the \$30,000.00 allocation according to first draft. Trustee James Wilder seconds the Motion, Trustee Ferguson opposes the Motion. The Motion will be tabled and discussed at the next meeting in July.

Trustee James Walker Motions to increase the budget for printing Friendly Passages from \$4,000.00 to \$6,000.00. Trustee Paula Lewis seconds the Motion and the Motion is unanimously carried.

Trustee James Walker Motions for the Law Library build out to continue as previously authorized by the Trustees and that Nora Everlove, Librarian be authorized to sign contracts not to exceed \$13,000.00. Trustee James Wilder seconds the Motion and the Motion is unanimously carried.

Trustee James Walker Motions that the rules of the library be amended 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 Wilder seconds the Motion and the Motion is carried unanimously.

V. DISCUSSION POINTS:

Minutes

Motions

Proposed Budget

Friendly Passages Budget

Law Library Build Out

Sgt. Mittwede's Discussion of Trespassing Policy

Old News:

Update Rosser Road Facility

Librarians Proposed Ten Year Plan

Status of Law Library Build Out

Grant Funding for Just in Time Videos

Audit

Art work

Handicap Parking

General Conduct Policy for Law Library

VI. PROPOSED BUDGET:

Nora Everlove, Librarian presented a proposed budget for 2015/2016 in the amount of \$341,562.46. After discussion it was decided that a revised budget be presented at the next meeting.

VII. FRIENDLY PASSAGES BUDGET:

Chairman Charles Schwab proposed an increase in the budget for Friendly Passages to \$6,000.00 annually. Trustee James Walker brought forth a Motion to increase the budget for the printing of Friendly Passages. It was noted that Friendly passages has been given approximately \$3,000.00 to \$4,000.00 but it doesn't seem sufficient due to the printing of 600 copies every two months. The Motion was tabled for discussion and will be brought forth at the next meeting in July.

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

Nora Everlove, Librarian stated that no formal proposal for the build out will be given from the County. There will be other contractors including, but not limited to, an electrician and shelving contractors that will provide their own quotes as to what their costs will be. In order to keep the build out moving forward a Motion was brought forth to continue as authorized by the Trustees and, to authorize Nora to sign contracts that are presented as long as they do not exceed the \$13,000.00 that was previously authorized. More information on the build out will be brought forth at the next meeting.

IX. SGT. MITTWEDE'S DISCUSSION IN REFERENCE TO TRESSPASSING POLICIES:

Sgt. Mittwede states there is no policy through the Sheriff's Department that shows any direct time limit on trespassing after a warning. He stated it is up to the "property owner". However, the trespassing warning is kept on file for up to a year at the Sheriff's Department. Chairman Charles Schwab states that the best course of action would be to possibly provide the "trespasser" a letter to including the Law Library rules of conduct and discussion by the Trustees as to decide the length of time depending upon the issues and behavior of the patron at the time of the trespassing warning. It was requested that Nora check with other library facilities to see if they have a general conduct policy. Trustee James Walker presented that the rules of the library 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. Further discussion of this matter will be brought forth at the next meeting.

X. OLD NEWS:

Update Rosser Road Facility:

Trustee Paula Lewis will look into finding out by Susan, where we exactly stand with the Rosser Road Facility as to what the approximate date of opening will be. There had been discussion that the possible opening of the Rosser Road Library be put on hold. The status and any information will be brought forth at the next meeting.

Librarians Proposed Ten Year Plan:

Nora Everlove, Librarian asked that the Trustees provide her with their comments, additions, corrections and/or concerns after their review of the 10 year budget and she will address them at the meeting scheduled for July or August.

Status of Law Library Build Out:

Discussion of the build out was brought forth and was determined to keep moving forward with the build out as previously authorized. Nora Everlove,

Librarian has been authorized to sign any contract needed for the build out but, it is not to exceed \$13,000.00 and any information will be provided to the Trustees at the next meeting.

Grant Funding for Just in Time Videos:

Trustee James Wilder states that we still do not have any information as to whether our proposed Grant has been approved or denied. He is hoping he will have an answer by the next meeting.

Audit:

Chairman Charles Schwab presents the preliminary draft Audit to all Trustees and states a Final Audit will be prepared and provided upon receipt.

Art work:

Nora Everlove, Librarian will prepare a proposed policy for the disposition of the art work and discussion will be rolled over to the next meeting.

Handicap Parking:

Nora Everlove, Librarian stated she should have more information of the Handicap parking issues by the next meeting.

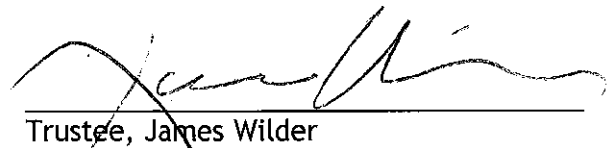
General Conduct Policy for Law Library:

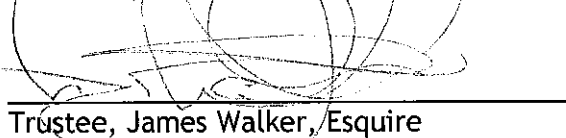
Discussion of this matter will be rolled over to the next meeting. A possible proposed "General Conduct Policy" will be presented. Discussion and input by all Trustees will be considered for the preparation of this policy.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 10 day of July, 2015.


Chairman, Charles Schwab


Trustee, James Wilder


Trustee, James Walker, Esquire


Trustee, Paula Lewis, County Commissioner


Trustee, Johnathan Ferguson