

RUPERT J. SMITH LAW LIBRARY

Minutes MAY 29, 2015

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

I. MEETING CALLED TO ORDER:

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

II. MINUTES:

Minutes for the March 13, 2015 meeting were presented for review and approval. Trustee James Walker moves for motion to approve minutes with corrections of typographical errors.

III. MOTIONS:

Trustee James Walker Motions to approve the March 13, 2015 minutes. Trustee Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee James Walker to Motions that the Budget be amended to reflect accounting fees in the amount of \$5,750.00. Trustee Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee James Walker Motions to approve the Financial Report. Trustee Paula Lewis seconds the Motion and the Motion is carried unanimously.

Trustee James Walker Motions to Table Discussion of the Issues on the Trespassing Policy until we receive a copy of same. Trustee James Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee James Walker Motions for the Librarian, Nora Everlove to prepare a draft of a proposed Policy for the disposition of the artwork. Trustee Johnathan Ferguson seconds the Motion and the Motion is unanimously carried.

IV. DISCUSSION POINTS:

Minutes

Motions

Financials March and April 2015

Update Rosser Road Facility

Clerk's Office Collects Back Fines and Penalties for Traffic Citations

Librarians Proposed Ten Year Plan

Status of Law Library Build Out

Trespassing Policy and Security Issues

Handicap Parking Locations

Law Day Artwork

Law Day Ceremony

Legal Clinic

Grant Funding for Just in Time Videos

Audit

Records Management

V. FINANCIALS FOR MARCH AND APRIL, 2015:

Financials for March and April, 2015 were presented. Revenues for these months were very good. Nora Everlove states that the March and April revenues are up. March is averaging approximately \$37,000.00 per month and April approximately \$35,000.00. May is looking as if it may be back down to \$30,000.00 but that seems to happen every spring. She also states we are spending under our revenues and rebuilding our reserves nicely.

Projected Revenues for 2014/2015 should be approximately \$391,000.00. We are approximately \$18,000.00 down from last year which means our cash balance just a hair under \$30,000.00. The only thing that wasn't calculated in budget was accounting but will be added in the proposed budget. Our revenues have been almost identical for the last 5 years. Trustee James Walker moves to Motion that the Budget be amended to reflect accounting fees in the amount of \$5,750.00. Trustee Walker also moves for a Motion to approve the current Financial Report.

VI. UPDATE ON ROSSER ROAD FACILITY:

MOU (Memorandum of Understanding) has been received and reviewed. The MOU was signed and will be submitted to Susan. Once executed by all

Susan will email Gale Knowles, Secretary and she will provide all Trustees a copy of same. The disbursement of \$30,000.00 is due by July 1, 2015. The projected opening day would be sometime in October, 2016.

VII. COLLECTION OF FINES AND PENALTIES FOR TRAFFIC CITATIONS:

Nora Everlove presents information in reference to fines and penalty fees collected by the Clerk's office for outstanding traffic citations. The Clerk's office has collected over 5 million dollars in back fines and fees and the Law Library will receive a small portion of what was collected.

VIII. LIBRARIAN'S PROPOSED TEN (10) YEAR PLAN:

The proposed ten (10) year plan has been prepared for review it also includes the proposed budget for 2015/2016 for discussion. Trustee Johnathan Ferguson states we need to remember to phase in cuts due to the expenses of the Rosser Road Facility due to open in October, 2016. Binders have been provided to each Trustee for their review and for discussion at the next meeting.

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

Nora Everlove spoke with Joe Turner who is the contact person for the build out of the adjoining conference room. Chairman Charles A. Schwab is requesting possibly a contract be prepared for the build out in the amount \$13,000.00. Nora states that the amount is actually a bit under the \$13,000.00 but we have nothing in writing at this point. She also states that the County is the one being hired for the build out but a lot of the work will be subcontracted out. Nora will speak to Joe to find out how we go about contracting the County and how to go about getting a purchase Order and/or a contract in place. This issue will be discussed further at the next meeting.

X. TRESSPASSING POLICY and SECURITY ISSUES:

Trustee Paula Lewis is awaiting a call back from the Sheriff in reference to the Security Issues mainly after hour and on weekends. This issue will be brought forth at the next meeting as to any information the Sheriff may have to offer for better security during the times of concern. It was previously discussed at the last meeting what the policy is for patrons who are charged with trespassing. Trustee James Walker states he feels that before the patron charged with no trespassing should not be permitted to return to the property for at least one (1) year further discussion be held on how to proceed in such matters. It was also suggested that somehow the Law Library receive a picture of the person(s) who are charged and place it on the bulletin board in the office for the employees. Trustee James Walker requests that we get a copy of the Policy for No Trespassing and table this discussion until further review of the policy. Trustee Walker

moves to Motion to Table Discussion of the Issues on the Trespassing Policy until we receive a copy of same.

XI. HANDICAP PARKING LOCATIONS:

Handicap parking is located to the right of the Law Library in between the Law Library and the Clerk's Office. There is also Handicap parking in the Church/School parking lot across the street. Trustee Paula Lewis will try to find out when she speaks to the Sheriff if there is any way to get additional Handicap parking for the Law Library patrons. Nora Everlove will prepare a map to post on the Law Library's Website to help inform the patrons where the Handicap parking is.

XII. LAW DAY POSTERS/ART WORK:

The question brought forth was what should be done with the art work that was entered in the Law Day Art Contest. Trustees believe these posters/art work should be displayed for up to a year. Art work for several past years are still displayed in the Law Library. The talk of possibly selling the artwork for donation purposes and inquiring to see if the Public Library would be willing to display some of it. Trustee James Walker moves to Motion for the Librarian, Nora Everlove prepare a draft of a proposed Policy for the disposition of the artwork.

XIII. LAW DAY CEREMONY:

Chairman Charles A. Schwab just wanted to thank all who made Law Day a success. He stated this year was fantastic and gives a special thank you to Trustee James Walker and all who were involved. Trustee Paula Lewis added a special thank you to Nora Everlove for her preparation and help.

XIV. LEGAL CLINIC for CLE CREDITS and WILLS FOR HERO PROGRAM:

Nora Everlove is in the process of putting together a Legal Clinic for domestic issues. The Clinic usually runs approximately 4 hours and would be held in the conference room of the Law Library. She is also looking into the Wills for Hero program. The Wills for Hero program has not been in this area for years. It is basically a pro bono program for Veterans and First Responders that attorneys will sit with to help prepare their Wills. This is a volunteer program and would also be held in the Law Library. This will be discussed at a later date as it would not take place until the fall.

XV. GRANTS AND FUNDING for JUST IN TIME VIDEOS:

Trustee James Wilder states the Grant proposal was sent to Tallahassee. He states we scored the second highest of all programs with a 92 out of 100 pts. However, the Committee met last week and it was "beaten up". The Committee consists of people who will read to see if it's worth the expenditure. They gave us a low funding priority which is better than a

“no”. This doesn’t mean we will or will not get the funding, it just means the Committee will meet again to discuss the Grant. We should receive all feedback from the Scoring Committee, Library Committee from Tallahassee and the Community Committee by June 5, 2015. Once we receive this it will then go to the Governor’s group to discuss whether or not they will fund us. Chairman Charles A. Schwab states he is grateful for all of the hard work and all of the passion that Trustee James Wilder, Nora Everlove and others who had their hand in this and how much he appreciates how they go above and beyond for the Law Library. Lastly if we are approved, funding will begin sometime in October.

XVI. AUDIT:


Chairman Charles A. Schwab informs all Trustees that the materials for the Audit have been submitted. As soon as we are sent the proposed Audit it will be reviewed and discussed.

XVII. RECORDS MANAGEMENT SEMINAR:

Gale Knowles, Secretary is scheduled to attend the Records Management Seminar at IRSC in September. Reimbursement for the cost of the seminar is tabled and will be discussed closer to September.

As there were no further topics the meeting was adjourned.

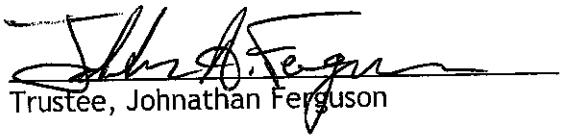
Dated and signed by the following Trustees this 19 day of June, 2015.




Chairman, Charles A. Schwab



Trustee, James T. Walker, Esquire



Trustee, Johnathan Ferguson



Trustee, James A. Wilder



Trustee, Paula Lewis, County Commissioner