

# RUPERT J. SMITH LAW LIBRARY

Minutes October 2, 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. Above Trustees present at meeting.

**III. MINUTES:**

Minutes for the September 11, 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 September, 2015 minutes. Trustee James Wilder seconds the Motion and the Motion is unanimously carried.

Trustee Walker Motions to approve the August/September, 2015 Financial Report. Trustee Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee Wilder Motions to formally approve what we have already spent for the budget and have provided to the County. Trustee Walker requests discussion before approval, he asks if anyone remembers at what meeting the budget was approved by all Trustees. Librarian Nora Everlove states "she believes it was the June meeting". Trustee Walker requests and amendment that provides that the \$30,000.00 approval is approved retroactively to June, 2015. Trustee Wilder accepts the amendment and Trustee Ferguson seconds the Motion and the Motion is unanimously carried.

## V. DISCUSSION POINTS:

Minutes

Motions

Motion to approve the September Minutes

Librarian Financial Report for August and September, 2015.

Formal approval of budget provided to the County

### **New Business:**

Attendance Statistics

Librarian Financials for August/September 2015 and Formal Approval of Budget provided to the County

Date of Upcoming Law Library Meeting

Live CLE Programs

Engagement Letter

### **Old Business:**

Law Library Build Out

Thank you letter to Brad Culverhouse

Ten year plan/budget

Rosser Road

## VI. NEW BUSINESS

### **Attendance Statistics:**

Trustee Johnathan Ferguson discussed how the attendance statistics for 2013/2014 have the exact numbers and that 2015 look to be the same. Librarian Nora Everlove states we are basically on track in accordance to the numbers and that the attendance of attorneys is running about the same in all three years. Trustee Ferguson suggests that at the budget meeting how to expand the exposure and increase attendance at the Law Library. Nora did state that he daughter called and said when she was participating as a speaker at a CLE she had a conversation with an attorney responsible for legal services in Sarasota, Florida who stated that the Law Library has the most marvelous magazine. This shows that we are getting reviews from all over the state. Trustee Wilder states that he and Nora will be speaking to the Rotary Club of St. Lucie and that he is trying to think of other places who would be willing to allow a presentation to help litigants.

### **Librarian Report/Financials for August and September 2015:**

Nora Everlove, Librarian states that the August Financials, preliminary Financials for September and our "fun fund" looks to be up but there are still a lot of bills to be paid year end. There are bills that are outstanding but are in the hands of the County at this time. All of the payoffs are still unknown at this time but in reviewing all of the invoices she guesses approximately still about \$44,000.00 for August that has not been paid.

September bills are just starting to come in now. The County does not close out our book until November 15<sup>th</sup>. Anything that comes in before November 1<sup>st</sup> can be put through on our 2014/2015 year. Revenues for August and September show they were not good months. August is less than \$30,000.00 although we have not received all of our September Revenues it is likely to close out around \$27,000.00. Chairman Charles A. Schwab asks "as it relates to the balance sheet and the \$44,000.00 plus any other bills that come in in September, are we going to be under what we budgeted for this year"? Nora states there is no need for an amendment to the budget, we just need to show our intention was to previously amend the budget for the \$30,000.00 for Rosser Road. Trustee Wilder asks "do you foresee any other expenses coming along other than our normal monthly bills"? Nora states "we are done and we do not owe". Trustee Walker Motions to approve the August/September, 2015 Financial Report. Trustee Ferguson seconds the Motion and the Motion is unanimously carried.

Trustee Wilder Motions to formally approve what we have already spent for the budget and have provided to the County. Trustee Walker requests discussion before approval, he asks if anyone remembers at what meeting the budget was approved by all Trustees. Librarian Nora Everlove says she believes it was the June meeting. Trustee Walker requests an amendment that provides that the \$30,000.00 approval is approved retroactively to June, 2015. Trustee Wilder accepts the amendment and Trustee Ferguson seconds the Motion and the Motion is unanimously carried

**Date of Upcoming Law Library Meeting:**

Chairman, Charles A. Schwab confirmed with the Trustees the December 11<sup>th</sup> meeting which shall include the 10 year budget meeting scheduled for ½ day.

**CLE Programs:**

Librarian Nora Everlove informs the Trustees that the Live CLE Programs will be starting up again in October as well as November and December. Mike Fowler will be providing lunch for everyone for these programs.

**Friends Annual Writing Competition:**

Trustee Walker discusses how "Friends" for the first time presented an annual writing competition for eligible Florida Law Students. Judge Klingensmith and Judge Conner consented to serve as the Judges. The participation rate for this year by students was low, we had roughly seven submissions. A winner has been chosen. The winner will receive \$500.00 as sponsored by the Adams Family and will be published in 2 successive issues of "Friends". Two runners up were identified as well by the Judges, subject to further review they may also be published. This coming year the Directors of "Friends" have settled on several strategies that they are optimistic that there will be a substantial increase in participants. One of

the strategies is to increase the prize from \$500.00 to \$1,000.00. We are hoping to find sponsorships for that \$1,000.000 but if not it can always be funded by "Friends"

**Engagement Letter**

Chairman Charles Schwab executed the "Engagement Letter" from J. Gaines in reference to the Audit. The Trustees were provided a copy of same.

**VII. OLD BUSINESS:**

**Law Library Build Out:**

Librarian, Nora Everlove will provide the final cost of the build out at the next meeting. She is please to inform that as of right now the cost appears to be a lot less then what was budgeted. Trustee Walker asks if Nora has any idea as to when the furniture will be delivered she states possibly sometime in December.

**Thank you Letter to Brad Culverhouse:**

A thank you letter was mailed out to Brad Culverhouse thanking him for offering the Law Library Rupert J. Smith's memorabilia.

**10 Year Plan:**

There was not much discussion on the 10 year plan. It was discussed that there will be a half day workshop for December 11, 2015 starting at 12:00 providing all Trustees are available.

**Rosser Road Funding for Personnel:**

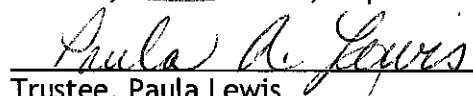
Trustee Lewis states the County has approved the funds to move forward. There is no confirmed opening date as of yet.

As there were no further topics the meeting was adjourned.


Dated and signed by the following Trustees this 25<sup>th</sup> day of JANUARY, 2016

  
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Chairman, Charles Schwab

  
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Trustee, James Walker, Esquire

  
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Trustee, Paula Lewis

  
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Trustee, James Wilder

  
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Trustee, Johnathan Ferguson