

RUPERT J. SMITH LAW LIBRARY

Minutes September 17, 2014

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

I. MINUTES:

The Honorable Charles A. Schwab, Chairman opens the meeting

II. MOTIONS:

Trustee Walker Motioned to have Meeting Minutes deferred to the next meeting of October 17, 2014. Trustee Wilder seconds the Motion and the Motion was unanimously carried.

Trustee Walker Motioned to address the budget deficit in which the current budget be adjusted by elimination of the proposed office build out and by further adjustment of removal of \$2000.00 in equipment expense and that in addition to those two adjustments there be a transfer from reserves in the sum of \$15,000.00 with such sums to be applied against the remaining budget deficit for this year. Trustee Wilder seconds the Motion and the Motion was unanimously carried.

Trustee Walker Motioned to immediately accept the recommended modified budget presented by Nora including but not limited to recoding the 3 Port St. Lucie items. Trustee Ferguson seconds the Motion and the Motion was unanimously carried.

Trustee Ferguson Motioned to accept the proposed budget for the Library Services and hours of operation for 2014/2015 brought forth by Nora, Jim Wilder seconds the Motion and the Motion was unanimously carried.

Trustee Wilder Motioned that the advertising budget for the Law Library including but not limited to the advertising in "Friendly Passages" be approved in the amount up to \$4,000.00. Trustee Ferguson second the Motion and the Motion was unanimously carried.

Trustee Walker Motioned to allow the advertising budget be increased by an additional \$1,000.00 to allow for up to \$1,000.00 worth of brochures be printed. Trustee Ferguson second the Motion and the Motion was unanimously carried.

III. DISCUSSION POINTS:

Minutes from prior meetings (tabled)
Remodeling Main Courthouse Library Facility
Budget 2013-2014 and Budget 2014-2015
Advertising Budget - Friendly Passages

IV. FINANCIALS:

See the attached financials.

V. READING MINUTES:

The Minutes for the past 3-4 meetings have been provided via email to all Trustees and will be discussed at the October meeting.

VI. REMODELING COURTHOUSE LIBRARY FACILITY:

Status of the remodeling of the Courthouse facility:

Remodeling the facility has been eliminated at this time due to budget deficit but will be reconsidered in the future.

VII. BUDGET FOR 2013 - 2014 and 2014-2015:

Nora prepared an Agenda item for:
Breakdown of service contracts including, but not limited to, on-line and paper subscriptions, library and staff services, and facilities costs. Nora to provide information on sets of materials under contract by contract if possible. Nora shows that there is an approximate deficit of \$13,000.00. The Trustees are requesting a modification of the 2014 budget eliminating the overage. It was discussed that some of the contracts for services will not be renewed but left open to renew in maybe a year or so. Chairman Schwab states he would rather see a drop in the deficit even if it is only a small amount at least it is something. Nora believes with dropping the expected amounts to pay on certain payouts we could drop the deficit to approximately \$10,990.00 (on projections).

Nora also reviewed the budget two lists of things she believes are needed and things she believes the Law Library can do without. She believes we can do away with secondary materials and they should be cancelled with the understanding that in the future we may purchase them again instead of supplementing this could be anywhere from 1 to 3 years out depending on how necessary they are she also states even at a year we would be saving money by repurchasing rather than supplementing.

Nora brings forth a way to reduce expenditures by reducing the payout for the Law Library's staff services and hours. Nora proposes that the hours of operation be cut down along with the possibility of closing on certain days between St. Lucie West and Fort Pierce. She also is suggesting that there be no paid holidays and taking a decrease in pay for herself. With these decreases it could drop the amount paid out in excess of \$2,000.00. Per discussion of the board, it was suggested that the hours and holidays be cut at the St. Lucie West facility not in Fort Pierce. It was agreed that if this cut go into effect that the St. Lucie West facility would have contact information should anyone need the services of that facility they would be able to contact the number and someone would be able to assist them.

VIII. ADVERTISING BUDGET FOR FRIENDLY PASSAGES

Trustee Walker stated that the Law Library has a tremendous amount of advertising in "Friendly Passages" without spending a penny. Although the Law Library has donated towards the "Friendly Passages" in the past for the Essay and Art Contest they are requesting that if at all possible the Law Library's budget for advertising be increased to approximately \$4,000.00 in order to facilitate the copying of "Friendly Passages". It was also requested in addition to the budget for "Friendly Passages" an additional \$1,000.00 to allow for up to 1,000 brochures be printed.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this

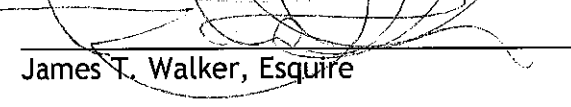
9^{am} day of January, 2015.



Charles A. Schwab, Chairman



James A. Wilder



James T. Walker, Esquire



Johnathan A. Ferguson, Esquire