



RUPERT J. SMITH LAW LIBRARY
April 13, 2012 Meeting Minutes

PRESENT FOR THE MEETING:

Hon. Burton C. Conner
James T. Walker, Esquire
Johnathan Ferguson, Esquire
Paula Lewis, County Commissioner
Jim Wilder
Nora Everlove, Librarian

ABSENT:

Lynn T. Atkinson, Secretary

I. MINUTES: The January and February, 2012 Minutes were approved as presented unanimously by the Trustees. Mr. Wilder made the motion and it was seconded by Ms. Lewis.

II. FINANCE: Approval of the Financial Reports was tabled until the next meeting due to the fact that several of the Trustees did not receive a copy of the Financial Reports to review prior to the meeting. Judge Conner informed the Trustees that although he and Ms. Everlove have drafted a letter requesting prompt payment of all Law Library Invoices, as approved at a previous meeting, the letter has not been sent to Finance; the reason being that some of the payments may have been delayed due to Ms. Atkinson's medical leave. For this reason Judge Conner and Ms. Everlove recommend tabling the letter unless there are further problems with prompt payment due to issues with Finance. Ms. Everlove reported that revenues are up.

III. LIBRARIAN'S REPORT: Ms. Everlove reported the following:

- *The Library collections have been improved.
- *The Library now has access to Lexis.
- *The Library is purchasing more CLE Tapes.
- *The next *Friendly Passages* is now out- 35,000 Bar Members from Jacksonville to Miami received e-mail copies. There is a lot of feedback from attorneys all over the State. The next issue will contain an article written by a transportation attorney from Miami who is a professional writer. That issue will also contain an actual paid advertisement. It was agreed that *Friendly Passages* should mention that the use of laptops and Hine Online is available at the Law Library somewhere near the front of the edition(s).
- *Day to day operations are busy, but going smoothly.

IV. INVOICE PROCESSING/SECRETARY'S ABSENCE: Judge Conner reported that Ms. Atkinson has been on partial medical leave and is now out on full medical leave and is expected to be out for the next six weeks. Ms. Everlove reported that she is in



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43 communication by e-mail with Ms. Atkinson at home. Due to Ms. Atkinson's
44 situation Ms. Everlove and in an effort to maintain prompt payment of invoices/bills
45 Ms. Everlove requested that she be able to process the invoices. Mr. Walker posed
46 the question that since Ms. Atkinson is unable to work that her payment be suspended
47 until she is able to return. Ms. Everlove stated that she did not feel this was necessary
48 as she would only be processing/performing a small part and that although postponed,
49 Ms. Atkinson would still be processing what she would estimate at 95% of the work
50 that she would normally perform. The Trustees accepted Ms. Everlove's comment
51 and there was no further discussion concerning the suspension of Ms. Atkinson's pay.
52 Mr. Walker made a motion that Ms. Everlove be allowed to process invoices, except
53 for her own, which Ms. Atkinson will still process for the next 60 days or until Ms.
54 Atkinson returns, whichever comes first. Ms. Lewis seconded the motion and it was
55 carried unanimously.

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57 **V. SMARTBOARD/SMART TV:** Mr. Walker inquired if any progress had been made
58 concerning the problems with the SmartBoard. Discussion was had concerning a
59 SmartBoard versus a Smart TV. Mr. Walker made a motion to allow up to \$5,000.00
60 for the purchase of a Smart TV versus a SmartBoard, Mr. Ferguson seconded the
61 motion. Discussion was had concerning IT/AV consultation for the purchase and
62 training. Mr. Walker amended his motion to state that \$5,000.00 be approved for the
63 purchase of a Smart TV, up to \$1,000.00 of which is to be allotted for IT/AV
64 consultation & training.

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66 **VI. LAPTOPS:** The laptops are up and running. Ms. Everlove will report concerning
67 patron use of the laptops.

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69 **VII. PATRON INFORMATION:** Mr. Ferguson requested the patron attendance figures.
70 Ms. Everlove reported that she did not have that information readily available, but
71 would e-mail it to the Trustees along with the website hit information.

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73 **VIII. BUDGET:** Discussion was had concerning the submission of the next fiscal year's
74 proposed budget and submission of the proposed Ten Year Plan. Mr. Walker made a
75 motion that the proposed Ten Year Plan be submitted to the Trustees and that
76 proposed new fiscal year's budget be submitted to the Trustees by the August 2012
77 Meeting and the new fiscal year budget to be finalized by September 1, 2012. Mr.
78 Ferguson seconded the motion and it was carried unanimously

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80 Mr. Ferguson offered a general comment that even though we are behind in payment
81 of our invoices the operating cash report indicates that we have a balance of
82 \$440,000.00. Discussion was had concerning this matter and it was decided to table
83 this discussion until further budget information is available.

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85 As there was no further business to be discussed the meeting was adjourned.

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88 DATED: JUNE _____, 2012.

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HON. BURTON C. CONNER, Chairman

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JOHNATHAN FERGUSON, ESQ.

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JAMES T. WALKER, ESQ.

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JAMES WILDER

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PAULA LEWIS, County Commissioner