



RUPERT J. SMITH LAW LIBRARY

Minutes September 7, 2012

2 **Present:**

3 James T. Walker, Esquire, Trustee
4 James Wilder, Trustee
5 Johnathan A. Ferguson, Esquire, Trustee
6 Paul A. Lewis, County Commissioner, Trustee
7 Nora J. Everlove, Librarian
8 Lynn T. Atkinson, Secretary

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10 **Absent**

Hon. Burton C. Conner, Chairman

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13 Mr. Walker presided over the meeting in Judge Conner's absence. (Mr. Ferguson made
14 a motion for Mr. Walker to preside in Judge Conner's absence and Mr. Wilder seconded the
15 motion and it was carried unanimously.

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17 **I. MINUTES:**

18 Ms. Atkinson presented the August 3, 2012 Minutes. Mr. Ferguson made a motion that
19 the August 2012 Minutes be approved as presented. Mr. Wilder seconded the motion and it
20 carried unanimously.

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22 **II. PANIC BUTTON:**

23 Ms. Atkinson reported that Lt. Church, Court Security Supervisor was unable to attend
24 the meeting. However, he asked that she advise the Trustees that everything is in place for the
25 panic button. Diebold is working on it, but it will be sometime before that part of the contract
26 is fulfilled. There is no cost to the Law Library for the panic button.

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28 **III. FINANCIALS:**

29 The financial reports for July and August 2012 were presented to the Trustees. The
30 financials were not addressed and need to be reviewed at the October 5, 2012 meeting.

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32 **IV. 2012/2013 BUDGET:**

33 Ms. Everlove presented the proposed budget on Big Screen TV for review by the
34 Trustees and discussion as follows:

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36 **1) Staffing Budget:** Ms. Everlove explained that the number of holidays varies each
37 year. She advised that she is going to use 15 holidays per year and the flat rate encompasses
38 payment for the holidays. Ms. Everlove distributed a copy of her Letter of Intent to the
39 Trustees. A copy of the Letter of Intent is to be attached to the September 2012 Minutes.
40 Nora's Flat Rate of \$13,000.00 per month, as set out in the budget breakdown is to be reviewed
41 each fiscal year. Mr. Wilder made a motion to approve the flat rate of \$13,000.00 per month

