



RUPERT J. SMITH LAW LIBRARY

Minutes November 9, 2012

1 **Present:**

Hon. Burton C. Conner, Chairman

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James T. Walker, Esquire, Trustee

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James Wilder, Trustee

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Johnathan A. Ferguson, Esquire, Trustee

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Paul A. Lewis, County Commissioner, Trustee

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Nora J. Everlove, Librarian

8

9 **Absent**

Lynn T. Atkinson, Secretary

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11 **I. MINUTES:**

12 The September 7, 2012 Minutes were presented to the Trustees. Judge Conner stated
13 that the minutes were confusing at line 81. He suggested that a line be inserted at line 81, as
14 follows: After discussion of the proposed budget, revisions were made using an overhead. Mr.
15 Wilder made a motion to approve the Minutes with this addition. Mr. Ferguson seconded the
16 motion and the motion carried unanimously.

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18 **II. FINANCIALS:**

19 The final financial reports for July and August 2012 were presented to the Trustees. Mr.
20 Wilder made a motion to approve the July and August financial reports as presented. Mr.
21 Ferguson seconded the motion and it was carried unanimously.

22 The unaudited preliminary September 2012 financial reports were discussed by the
23 Trustees. Ms. Everlove reported that October always shows low revenues because the October
24 revenues don't actually post to the Library until November, therefore October is a "blank slate"
25 every year. The next fiscal year they back it into September, so we have \$59,000.00 in revenues
26 in September, which is about double what we normally see. We averaged just over \$31, 500.00
27 per month last year. The final September financial report will reflect additional expenses. Ms.
28 Everlove reported that final financial reports for September will be presented in November.
29 Mr. Walker made a motion to table discussion and approval of the September financial reports
30 until the November meeting. Ms. Lewis seconded the motion and the motion carried
31 unanimously.

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33 **III. PROCEDURAL STAFF MANUAL:**

34 Ms. Everlove reported that she has a bare bones manual. She currently has a working
35 outline. It is a large project and she is working on it.

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37 **IV. CONTRACTS:**

38 Ms. Everlove reported that she provided Ms. Atkinson with a packet of (copies) of
39 contracts. Ms. Atkinson will act as custodian for these contracts. Ms. Everlove reported that
40 she is going to put "drop-box" on the Library computer to keep copies of the contracts, budget
41 and so forth. This will be an easy way to access these documents.



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42 Discussion was had concerning the maintenance of the physical records for the Law
43 Library and record retention. Ms. Everlove will purchase a file cabinet with a lock for the
44 physical records. Mr. Walker will look into the amount of time required for record retention.
45 Copies of existing contract were handed out to the Trustees.

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47 V. TEN YEAR PLAN:

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49 Some discussion was had concerning the ten year plan and this matter was tabled for
50 the next meeting.

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52 VII. NEW BUSINESS:

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54 Mr. Walker: 1) Mr. Walker presented his conflict form as stated that the previous
55 meeting.

56 2) Mr. Walker advised that the current annual budget needs to be
57 posted in a conspicuous place on the RJS Law Library website, per the adopted 2011 Statute
58 regarding Independent Special Distracts. Mr. Ferguson suggested that it be posted as a PDF
59 document so that it cannot be changed by anyone.

60 Ms. Lewis: No new business to discuss.

61 Mr. Ferguson: No new business to discuss, however he will present his conflict form
62 from the previous meeting at the next meeting.

63 Mr. Wilder: No new business.

64 Ms. Everlove: 1) Ms. Everlove presented **Usage & Attendance Statistics**, a copy of
65 which is attached hereto and made a part hereof. Monthly totals for 2012 when compared
66 with 2011 show that only one month in 2012 did not show an increase in customer use over
67 2011.

68 2) Ms. Everlove reported that she discovered that Shepard's is about 14
69 months out of date. She went ahead on her own and reinstated **Shepard's Florida** at a cost of
70 \$2,500.00. She further reported that she did not want to reinstate **Shepard's Federal** without
71 approval from the Trustees, as it is very expensive.

72 If Shepard's Federal had been kept current to date it would have cost
73 almost \$16,000.00 for the hardbound books and an additional \$1,600.00 for the updates. Ms.
74 Everlove has negotiated a price of \$6,400.00 (60% off) to purchase the hardbound books with
75 updates 40% off if we agree to keep them current for three years. We will spend \$10,000.00 to
76 keep current for 2013, \$4,200.00 for the next year and \$4,300.00 for the following year.

77 Mr. Walker made a motion to update Shepard's Federal for the
78 negotiated price and for the three yearly updates at the negotiated price. Ms. Lewis seconded
79 the motion. Mr. Ferguson voiced an objection to the expenditure, as Shepard's is readily
80 available online. Mr. Walker stated that Shepard's is an integral part of the print collection.
81 Ms. Everlove reported that other Law Libraries do not maintain the print collection. She further
82 stated that the print collection is not used that much, but this is a very good price for the print



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83 collection. Mr. Walker's motion was put to a vote with Mr. Ferguson and Mr. Wilder against
84 and Ms. Lewis and Mr. Walker for. Judge Conner broke the tie vote, voting for the motion.
85 Judge Conner stated that he voted for the motion for two reasons only - 1) Ms. Everlove had
86 negotiated such a good price and 2) the RJS Law Library budget is in such good shape at this
87 time. The motion carried.

88 3) **Holiday Hours** for the Law Library were discussed. Mr. Walker made
89 a motion that the proposed schedule be adopted as presented, Mr. Ferguson seconded the
90 motion and it was carried unanimously. A copy of the Holiday Schedule as presented and
91 adopted is attached hereto and made a part hereof.

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93 As there were no further topics for discussion the meeting was adjourned.

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96 Dated and signed by the following Trustees this _____ day of December, 2012.

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Hon. Burton C. Conner, Chairman

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James T. Walker, Esquire

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James Wilder

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Johnathan A. Ferguson, Esquire

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Paula A. Lewis, County Commissioner