

**RUPERT J. SMITH LAW LIBRARY**  
**August 9, 2019 Minutes**

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**Present:** Chairman, Michael J. Linn  
Commissioner Linda Bartz  
James Walker, Trustee  
James Wilder, Trustee  
Donna DeMarchi, Trustee  
Nora Everlove, Librarian

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**I. MEETING CALLED TO ORDER:**

**II.** Chairman, Michael J. Linn calls the meeting to order. Above Trustees present at meeting.

**III. MINUTES:**  
Minutes for the June 2019 meeting were, distributed to the Trustee's for review.

**MOTIONS:**

Trustee Walker, Motions to approve the meeting minutes for June 2019. Trustee Wilder, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee Walker, Motions to approve the Librarian's Financial Report. Trustee Wilder, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee Walker, Motions to approve the Librarian's Attendance Report. Commissioner Bartz, seconds the Motion and the Motion is unanimously carried, and approved

Trustee Walker, Motions to approve the Amended 10 year plan. Trustee Wilder, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee DeMarchi, Motions to approve the Proposed Budget. Trustee Wilder, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee Walker, Motions to approve the Amended Budget. Trustee Wilder, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee Walker, Motions to allocate \$1,500.00 for Artwork/Signage with monies coming from retained revenues. Trustee DeMarchi, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee Walker, Motions to amend the budget for \$1,500.00 to use towards audio/video equipment for the CLE conferences. Trustee DeMarchi, seconds the Motion for discussion purposes. More information is, needed for costs, Nora will

check into this. The Motion does not carry but will be, tabled until the next meeting.

Trustee Walker, Motions to amend the budget for \$3,000.00 to use towards Public Education, Lectures, Seminars and Presentations to be, held weekly or bi-weekly. To also, form a committee to handle this and to be paid out of retained funds. Trustee Wilder, seconds the Motion for discussion purposes and after discussion the Motion carries and is approved by a 3-2 vote.

Trustee Walker, Motions to amend the budget for \$45,000.00 for a conferencing facility within the library and be equipped appropriately for video conferencing. Trustee DeMarchi, seconds the Motion for discussion purposes and after discussion the Motion does not carry by a 1-3 vote and an abstention.

Motion to accept the 2018/2019 Rupert J. Smith Law Library Audit is carried and approved.

**IV. DISCUSSION POINTS:**

Minutes  
Librarian Financial Report  
Attendance Report  
Attorney Metcalf's Presentation  
10 Year Plan Amendment  
Budget Package  
Budget Amendments  
San Diego Public Library  
Audit  
Upcoming Meeting Dates

**V. NEW BUSINESS:**

**Attorney Metcalf's Presentation:**

Attorney Metcalf made a presentation on artwork for the Law Library. He tries to think of ways to utilize the library, thinking of small things in which would make a larger statement to help people understand what the library does. There is a wall in the center of the library that could be used as an interior monument wall to be able to show something about the FJSLL and he has come up with a plan. If there is, a logo, have it centered on a wall with a mission statement like, "Equal Access to Law", this would be a reminder to everyone that comes into the library. It would be the RJSLL's opportunity, to get a message out to the patrons who are not sure what the Law Library's function is. There also could be a wall that is, utilized for the library's logo and catching identity points. Nora has agreed to check into pricing and will try to have it for the next meeting.

**VI. OLD BUSINESS:**

**Librarian Report:**

Nora indicates we are still under spending our revenues this year. The balance for the last three months has been running steadily.

**Attendance:**

Nora has indicated that we have "broke a record". We have had more people in the Fort Pierce location then previous years. South County has increased as well.

**Budget Amendment and Budget Packet:**

Proposed Budget passes with 4-1 approval. Discussion prior to approving the Amended Budget consists of the following:

- Monthly increase for Secretary in the amount of \$50.00 or \$600.00 per year- approved
- Additional increase in hours on Tuesdays - \$3,000.00 per year- approved
- \$5,000.00 per year for IT worker- approved
- \$1,100.00 per year for Thursday morning Seminars - approved
- \$1,860.00 per year for Regular Staff Meetings - approved
- \$6,000.00 per year for the Fort Pierce Facility to open on Sundays.

**Amount allocated out of retained revenues:**

- \$1,500.00 signage/artwork - approved
- \$1,500.00 audio/video equipment for CLE Programs - not approved
- \$3,000.00 public education, seminars, presentations week/bi-weekly - approved vote 3-1
- \$45,000.00 video equipment, conference facility - not approved

**COSA Showcase of Services:**

Nora and Trustee, Wilder will be there to discuss all of the various things the Law Library has to offer the public. This will be held on the 3<sup>rd</sup> Wednesday in September.

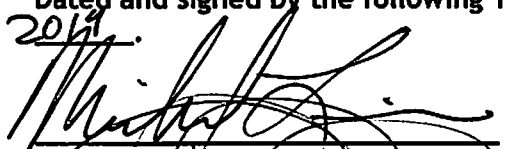
**Meeting Dates:**


Discussion on Meeting dates and times (quarterly or every other month) will be tabled and discussed at the next meeting. The next scheduled meetings are as follows:

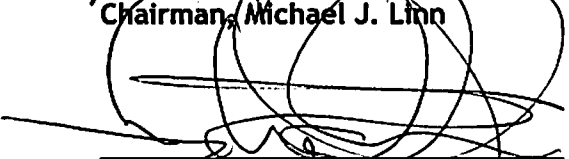
September 6<sup>th</sup>  
October 4<sup>th</sup>

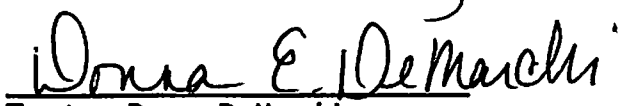
As there were no further topics the meeting was adjourned.

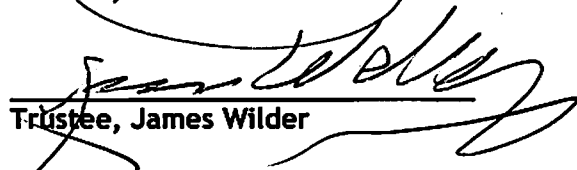
Dated and signed by the following Trustees this 4<sup>th</sup> day of October, 2019.

  
Chairman, Michael J. Linn

  
Commissioner, Linda Bartz

  
Trustee, James Walker

  
Trustee, Donna DeMarchi

  
Trustee, James Wilder