

***AGENDA PACKET***  
***FOR***  
***MAY 1, 2020***  
***MEETING***

# ***AGENDA***

**MAY 1, 2020**  
**(3:00 p.m.)**  
**RJS LAW LIBRARY MEETING**  
**AGENDA**

- *Minutes*
- *Unaudited Preliminary Financial Reports*
- *Librarian's Report*
- *Status of Authorized AV Equipment Acquisition*
- *Status of Westlaw temporary password for Attorneys*
- *Ratification of the past two Emergency Meetings*  
*(Pursuant to F.S. sec. 189.417(1))*
- *Reopening of the Library - possible issues*
- *Purchase of PPE for Staff and Refresher of its use (if needed)*
- *Up Coming Meeting Dates*
  - *May 15, 2020*
  - *June 5, 2020*
  - *July TBD*

**MEETING**

**MINUTES**

**3/06/2020**

**03/18/2020**

**03/19/2020**

# RUPERT J. SMITH LAW LIBRARY

March 6, 2020 Minutes

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

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**I. MEETING CALLED TO ORDER:**

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

**III. MINUTES:**

Minutes for the February 2020 meeting were, distributed to the Trustee's for review.

**MOTIONS:**

Trustee Walker motions to approve the meeting minutes for February 21, 2020. Trustee Wilder, seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to accept the Librarian's Financial Report. Trustee Wilder seconds the motion and the motion is unanimously carried and approved.

Trustee Wilder motions to approve the Attendance Report. Trustee Walker, seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to modify the Insurance Renewal changing it from \$300,000.00 to \$200,000.00 for the Fort Pierce Facility. He also requests that the Librarian check to make sure that the Law Library at the Paula Lewis Library is covered under their insurance policy. Trustee DeMarchi, seconds the Motion and the Motion is unanimously carried.

Trustee Walker motions to amend the budget for this year to include the full expense to extend the hours at the Fort Pierce facility and the South County facility to not exceed \$18,000.00 and that the extension of the hours take place starting April 1, 2020. We will request from the County \$18,000.00 in Grant budget support. Trustee DeMarchi, seconds the Motion and the Motion is unanimously carried.

**IV. DISCUSSION POINTS:**

- Minutes
- Unaudited Preliminary Financial Reports
- Attendance Report
- Insurance Renewal for the Fort Piece Facility
- Budget Amendment to reflect \$18,000.00 for additional hours to be open
- Discussion of Upcoming Meeting Dates:

**V. NEW BUSINESS:**

**Amendment to Budget**

A discussion to amend the budget for this year to include the full expense to extend the hours at the Fort Pierce facility and the South County facility to not exceed \$18,000.00 and that the extension of the hours take place starting April 1, 2020. We will request from the County \$18,000.00 in Grant budget support.

**VI. OLD BUSINESS:**

**Librarian Report - Financials:**

Nora states it was a good month. The library brought in \$28,000.00 and spent just under \$26,000.00 similar to last month.

**Attendance Report**

Nora states that attendance was up in South County this month. Still keeping track of patrons, attorneys and emails/phone calls.

**Library's Equipment**

Nora indicates that we should have all of the new equipment no later than June for the Fort Pierce facility.

**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:

April 3, 2020

May 15, 2020

June 5, 2020

As there were no further topics the meeting was, adjourned.

Dated and signed by the following Trustees this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Chairman, Michael J. Linn

\_\_\_\_\_  
Commissioner, Cathy Townsend

\_\_\_\_\_  
Trustee, James Walker

\_\_\_\_\_  
Trustee, James Wilder

\_\_\_\_\_  
Trustee, Donna DeMarchi

# **RUPERT J. SMITH LAW LIBRARY**

## **Minutes March 18, 2020 Emergency Meeting**

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**Present:**                   Honorable Michael Linn, Chairman  
                                  Cathy Townsend, County Commissioner  
                                  James Wilder, Trustee  
                                  James Walker, Trustee  
                                  Donna DeMarchi, Trustee  
                                  Nora J. Everlove, Librarian

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### **I. MINUTES:**

Judge Michael Linn called the meeting to Order. This meeting is to discuss the possible closing of the Law Library due to COVID-19. This meeting is in Compliance of the Sunshine Statute 189.015.

### **II. DISCUSSION ON POSSIBLE CLOSURE OF THE LAW LIBRARY:**

Trustee Wilder suggests we move for discussion as to whether the Law Library should close or remain open with limited access.

Chairman Michael Linn stated there is now an Administrative Order shutting down the Court System to essential hearings only. This Order has a deadline of March 27, 2020. He has concerns of the library being open to the public and safety of patrons and employees due to COVID-19. The question remains, should we keep the library open? The County libraries remain open but are staggering staff, canceling meetings, clinics and only allowing 10 patrons in at a time.

Trustee Wilder states he would like to see the library close but have employees remain to answer phone calls and emails.

Commissioner Townsend states she thinks we should follow what the County is doing and allowing only 10 patrons at a time.

Trustee Walker Motions that until further notice we limit the attendance to no more than 5 patrons at a time and the matter be revisited at the next scheduled meeting of April 3, 2020. He also would like all group functions be suspended including monthly CLE's. Leave discretion up to the Librarian as to denying entry by any patron who appears to show any sign of illness and or shows risk of exposure. Commissioner Townsend seconds the motion for discussion.

Trustee Wilder has an issue with the librarian act in a medical capacity.

No other discussion. The Chairman calls on each Trustee for their vote and shows as follows:

Trustee Walker - yes  
Trustee DeMarchi - yes  
Commissioner Townsend - yes  
Trustee Wilder - No

Motion passes and is approved.

Let it also be noted that should the County Libraries close completely, another special emergency meeting will be called.

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

Dated and signed by the following Trustees this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Michael J. Linn, Chairman

\_\_\_\_\_  
Cathy Townsend, County Commissioner

\_\_\_\_\_  
James A. Wilder, Trustee

\_\_\_\_\_  
Donna DeMarchi, Trustee

\_\_\_\_\_  
James T. Walker, Trustee



# **RUPERT J. SMITH LAW LIBRARY**

## **Minutes March 19, 2020 Emergency Meeting**

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**Present:**                    **Honorable Michael Linn, Chairman**  
                                  **Cathy Townsend, County Commissioner**  
                                  **James Wilder, Trustee**  
                                  **James Walker, Trustee**  
                                  **Donna DeMarchi, Trustee**  
                                  **Nora J. Everlove, Librarian**

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### **I. MINUTES:**

Judge Michael Linn called the meeting to Order. This meeting is to discuss the closing of the Law Library due to COVID-19. This meeting is in Compliance of the Sunshine Statute 189.015.

### **II. DISCUSSION ON CLOSURE OF THE LAW LIBRARY:**

Trustee Wilder brings forth a Motion for purposes of discussion as to close the Law Library to attorneys and the public until April 3, 2020 but have the library remain open for employees only to answer emails and phone calls. He is also requesting information of closing be posted on the front door of the South County facility and Fort Pierce facility along with being posted on the RJSLL website and with COSA. Closing to take place by the next business day. Closure can be re-evaluated at the next meeting

Trustee DeMarchi seconds the Motion. The Chairman calls on each Trustee for their vote and is as follows:

Trustee Walker - no  
Trustee DeMarchi - yes  
Commissioner Townsend - yes  
Trustee Wilder - yes  
Chairman Linn - yes

Motion carries and is approved by a 4 to 1 vote.

Trustee Walker is requesting discussion. He moves to have the Motion amended. He has indicated most attorneys have suspended their data agreements and are relying on research in the library. He is requesting an Amendment that excludes attorneys from the closure.

Trustee DeMarchi seconds for purposes of discussion of the Amendment request.

Chairman Linn calls on each Trustee for their vote on the Amendment and is as follow:

Trustee Walker - yes  
Trustee Wilder - no  
Trustee DeMarchi- no  
Commissioner Townsend - no  
Chairman Linn - no

Trustee Walker Motions for an additional amendment that requires the librarian contact Westlaw to see if it is possible for attorneys to get a temporary password during this time for legal research purposes. Trustee DeMarchi seconds the motion and the motion is unanimously carried.

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

Dated and signed by the following Trustees this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Michael J. Linn, Chairman

\_\_\_\_\_  
Cathy Townsend, County Commissioner

\_\_\_\_\_  
James A. Wilder, Trustee

\_\_\_\_\_  
Donna DeMarchi, Trustee

\_\_\_\_\_  
James T. Walker, Trustee

# ***FINANCIALS***

St. Lucie County, Florida - Law Library  
Balance Sheet  
March 31, 2020

**UNAUDITED - FINAL**

**Assets**

Cash and investments	\$ 171,653
* Reserve cash account	180,000
Petty cash	50
Due from other gov't - Clerk	-
Accounts Receivable	-
Total assets	<u>\$ 351,703</u>

**Liabilities and Fund Balance**

**Liabilities:**

Accounts payable	\$ -
Customer deposits	<u>3,103</u>
Total liabilities	<u>3,103</u>

Fund Balance	<u>348,600</u>
Total Liabilities and Fund Balance	<u>\$ 351,703</u>

\* Reserve cash account was established on 6/1/2010 by Law Library Trustees

\* Reserve cash account was increased on 10/1/2011 by Law Library Trustees

St. Lucie County, Florida - Law Library  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the month ended March 31, 2020

**UNAUDITED - FINAL**

	<u>Current Month</u>	<u>Fiscal Year to Date</u>
<b>Revenues:</b>		
Copies	\$ 28	\$ 337
Court facility surcharge	24,196	111,539
Clerk fees - court related	6,029	29,128
Interest on investments	519	2,655
Donations	45	295
Miscellaneous revenue	-	-
Reimbursements	-	-
Transfer from General Fund	-	-
Total revenues	<u>30,817</u>	<u>143,954</u>
<b>Expenditures:</b>		
Accounting and auditing	\$ -	\$ -
Contract services	16,052	94,642
Software support	-	-
Travel	250	1,250
Phone	9	2,478
Postage	-	-
Equipment rental	-	-
Insurance	-	1,862
Equipment maintenance	61	2,178
Promotional advertising	-	-
Special district fees	-	175
Miscellaneous expenses	-	289
Office supplies	-	635
Equipment (less than \$1,000)	-	430
Computer supplies	-	-
Operating supplies	-	-
Training and seminar	-	-
Subscriptions	-	1,423
Law books	2,568	21,089
Works of art	-	-
Grants & Aid to Gov't Units	-	-
Total expenditures	<u>18,940</u>	<u>126,451</u>
Prior Year Transfer/Expenditure	-	-
Excess of revenues over expenditures	<u>11,877</u>	<u>17,503</u>
Fund balance - beginning	<u>336,723</u>	<u>331,097</u>
Fund balance - ending	<u>\$ 348,600</u>	<u>\$ 348,600</u>

**St. Lucie County, Florida - Law Library**  
**Actual Revenues & Expenditures per Banner**  
**For the month ended March 31, 2020**

**UNAUDITED - FINAL**

Account	Year to Date												Balance
	Sept-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	
<b>Revenues:</b>													
347120 Copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.95	\$ 82.00	\$ 114.00	\$ -	\$ 113.00	\$ -	\$ 336.95
Court facility surcharge	348930	-	-	-	-	-	24,195.73	21,913.61	21,759.81	23,219.58	23,431.92	-	111,538.67
Clerk fees - court related	348923	-	-	-	-	-	6,029.09	5,771.82	5,343.88	5,384.07	6,598.33	-	29,127.69
Interest on investments	361100	-	-	-	-	-	518.65	518.65	561.52	592.03	461.97	-	2,654.82
Donations	366900	-	-	-	-	-	43.00	50.00	90.00	-	110.00	-	293.00
Miscellaneous revenues	369917	-	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	369930	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Fund	381001	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total revenues</b>							<b>30,816.42</b>	<b>28,318.10</b>	<b>37,867.21</b>	<b>28,195.68</b>	<b>30,735.77</b>		<b>141,955.15</b>
<b>Expenditures:</b>													
Accounting and auditing	312000	-	-	-	-	-	-	-	-	-	-	-	-
Contract services	314000	-	-	-	-	-	16,032.31	15,664.66	16,012.71	15,762.71	15,574.67	15,574.67	94,641.75
Software support	334110	-	-	-	-	-	-	-	-	-	-	-	-
Travel	340000	-	-	-	-	-	250.00	250.00	-	250.00	250.00	250.00	1,250.00
Phone	341000	-	-	-	-	-	8.65	623.96	206.66	448.01	457.03	731.79	2,478.10
Postage	342000	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rental	344100	-	-	-	-	-	-	-	1,862.00	-	-	-	1,862.00
Insurance	345000	-	-	-	-	-	-	-	61.00	-	-	-	2,178.49
Equipment maintenance	346000	-	-	-	-	-	61.00	792.60	61.00	927.84	-	316.05	2,178.49
Professional advertising	349000	-	-	-	-	-	-	-	-	-	-	-	-
Special district fees	349130	-	-	-	-	-	-	-	-	-	-	173.00	173.00
Miscellaneous expenses	349990	-	-	-	-	-	-	-	-	289.00	-	-	289.00
Office supplies	351000	-	-	-	-	-	-	405.40	-	229.54	-	-	634.94
Equipment (less than \$1,000)	351200	-	-	-	-	-	-	-	-	429.99	-	-	429.99
Computer supplies	351501	-	-	-	-	-	-	-	-	-	-	-	-
Operating supplies	352000	-	-	-	-	-	-	-	-	-	-	-	-
Training and seminar	353000	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	366100	-	-	-	-	-	-	426.00	-	19.95	977.00	-	1,422.95
Law books	366400	-	-	-	-	-	2,368.08	3,877.72	7,747.07	3,298.77	1,997.00	-	21,288.64
Works of art	367000	-	-	-	-	-	-	-	-	-	-	-	-
Grants & Aid to Gov't Units	381000	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>							<b>18,940.04</b>	<b>27,040.34</b>	<b>35,829.64</b>	<b>23,455.81</b>	<b>18,853.30</b>	<b>17,049.51</b>	<b>126,450.84</b>
Pre Year Transfer Expenditure							-	-	-	-	-	-	-
Excess of revenues over expenditures							<b>11,876.38</b>	<b>1,277.76</b>	<b>1,977.77</b>	<b>4,739.87</b>	<b>11,882.47</b>	<b>(17,069.51)</b>	<b>17,504.31</b>
<b>Fund balance - beginning</b>							<b>316,722.74</b>	<b>330,424.98</b>	<b>328,647.21</b>	<b>315,907.34</b>	<b>314,027.12</b>	<b>331,096.83</b>	<b>311,096.83</b>
<b>Fund balance - ending</b>							<b>\$ 328,599.12</b>	<b>\$ 331,702.74</b>	<b>\$ 330,624.98</b>	<b>\$ 320,647.21</b>	<b>\$ 325,907.59</b>	<b>\$ 314,027.32</b>	<b>\$ 328,599.12</b>

FY20	COURT REVENUE
OCT	\$ 30,050.73
NOV	25,603.63
DEC	27,699.69
JAN	27,687.43
FEB	30,224.82
MAR	-
APR	-
MAY	-
JUN	-
JUL	-
AUG	-
SEP	-
YTD	<b>140,656.34</b>

St. Lucie County, Florida - Law Library  
 Budget vs Actual  
 For the month ended March 31, 2020

**UNAUDITED - FINAL**

	<u>Account</u>	<u>Budget</u>	<u>Actual</u>	<u>Available</u>
<b>Revenues:</b>				
Copies	347120	500	337	(163)
Court facility surcharge	348930	200,000	111,539	(88,461)
Clerk fees - court related	348923	75,000	29,128	(45,872)
Interest on investments	361100	3,000	2,655	(345)
Donations	366900	-	295	295
Miscellaneous revenue	369917	-	-	-
Reimbursements	369930	-	-	-
Transfer from General Fund	381001	-	-	-
Fund Balance Forward	389902	331,097	-	(331,097)
Less 5 Percent	389903	(13,925)	-	13,925
<b>Total</b>		<u>595,672</u>	<u>143,953</u>	<u>(451,719)</u>
<b>Expenditures:</b>				
Accounting and auditing	532000	3,300	-	3,300
Contract services	534000	110,712	94,642	16,070
Software support	534110	2,000	-	2,000
Travel	540000	3,000	1,250	1,750
Phone	541000	10,694	2,478	8,216
Postage	542000	30	-	30
Equipment Rental	544100	-	-	-
Insurance	545000	5,057	1,862	3,195
Equipment maintenance	546000	1,512	2,178	(666)
Promotional advertising	549000	-	-	-
Special district fees	549150	350	175	175
Miscellaneous expenses	549990	-	289	(289)
Office supplies	551000	1,610	635	975
Equipment (less than \$1,000)	551200	3,000	430	2,570
Computer supplies	551501	750	-	750
Operating supplies	552000	500	-	500
Training and seminar	555000	300	-	300
Subscriptions	566100	120	1,423	(1,303)
Law books	566400	225,186	21,089	204,097
Works of art	567000	-	-	-
Grants & Aid to Gov't Units	581000	-	-	-
Reserves	599300	227,551	-	227,551
<b>Total</b>		<u>595,672</u>	<u>126,451</u>	<u>469,221</u>

**REOPENING  
WITH POSSIBLE  
ISSUES**



## **It is Not When We Open but How We Open**

It is likely that we will re-open with Covid-19 still around us at some level. The health of our patrons and staff members are paramount. And, I think it will be prudent to reopen in steps, much like we closed.

- 1) When the stay-at-home order is lifted, I'd like to staff the library but not open the library much as we did before the Governor's stay at home order came down. Until the South County Branch is open, we should answer phones and email from Fort Pierce (only) from 9:00 until 7:00 during the week, except Fridays. To earn our keep, we can temporarily staff a little longer on the weekend days too (tbd).
- 2) Assuming we will reopen to our patrons before the virus is entirely gone, we should practice the only thing seems to work -- social distancing:
  - a. No meetings at all.
  - b. Allow only legal researchers in the library up to a maximum of five at a time. We will enforce a maximum time limit of 60 minutes. Exceptions might be made if someone is working on a complicated issue and no one is waiting to use the library.
  - c. We will ask the patrons 1) to sign in with the time at the reference desk, 2) wash their hands before using the books or computers, and 3) we squirt sanitizers on their hands before touching our keyboards.
  - d. Space the computers to allow more room between the patrons
  - e. Attorneys are allowed to use the library after hours if they agree to the conditions in c). Additionally, they must leave a note saying where they worked so we can wipe down the equipment and area with extra care. (As a note, we are focused on their hands because there are only so many times you can sanitize a keyboard before you can expect it to malfunction and always at the worst possible time.)
- 3) Reference staff will wear masks and we will furnish gloves to any patrons who requests them.
- 4) We can back away from these restrictions as soon as they appropriate. We need time and experience to determine the best way to do this. We can take our clues from other public agencies and institutions. Normally, we take our cues on closures from the Courts, the Clerk and the Public Libraries.
- 5) But, we may always want to keep the hand sanitizer handy!