

RUPERT J. SMITH LAW LIBRARY

January 5, 2024, Minutes

Present: Chairman, Michael J. Linn
Commissioner, Cathy Townsend
Jim Walker, Trustee
Lainey Francisco Trustee
Nora Everlove, Librarian

I. MEETING CALLED TO ORDER:

II. Chairman, Michael J. Linn calls the meeting to order. The above Trustees were present at the meeting.

III. MINUTES:

Meeting Minutes for the January meeting were distributed. Trustee Walker Motions to approve the Minutes Trustee Francisco seconds the Motion and the Motion is unanimous, carried, and approved.

MOTIONS:

Trustee Wilder Motions to approve the Financial Report. Trustee Francisco seconds the Motion and the Motion is unanimous, carried, and approved.

Trustee Walker Motions to approve the Librarian Report. Trustee Francisco seconds the Motion and the Motion is unanimous, carried, and approved.

Trustee Walker Motions to table the Amendment to County Ordinance of Criminal and Traffic Fees.

Trustee Walker Motions to approve that the Trustees request that the County serve as Custodian of Records for Financials. Trustee Francisco seconds the Motion and the Motion is unanimous, carried, and approved.

IV. DISCUSSION POINTS:

- Minutes from the January 2024 Meeting
- Librarian's Report
- Financial Report
- Attendance Report
- Amendment of County Ordinance
- Policy Updating Library Website/Video of prior Meetings
- Patron Code of Conduct and Enforcement
- Public Records Request
- Adoption of Rules Relating to Public Comment
- Adoption of the Resolution
- Future Meeting Dates:

March 1, 2024, at 2:00 p.m.
May 3, 2024, at 2:00 p.m.

V. NEW and OLD BUSINESS:

Librarian Report:

Nora sent an email about trying to find out what information needs to be provided in the Public Records Request as to statute 189.08(2)(a) and the report. Dan McIntyre, County Attorney, said we do not have to file a facility report. However, we need to send required information pursuant to Statute 189 to the County. Nora has a starting point but is not sure what needs to be included as soon as she gets more information, she will let the Trustees know. Commissioner Townsend stated she would check with the County Communications because there might be a way that the County can include the Law Library in their system in the legal department. She will also contact Dan McIntyre.

Financial Report:

Nora stated this is always the worst time of the year. Our Revenues for October is always \$0.00, November was \$21,000.00 and December was under \$21,000.00 which means our annuals would be under \$240,000.00 and puts us in the red zone. Last year's numbers are in comparison to that. It looks like each month we are under \$1,000.00. We are roughly where we were last year and last year turned out to be a good year. Nora also stated we are not getting any interest on our money in the bank. This happened in 2022 as well which puts us in a negative position. The county was not giving out interest. It is expected that if not this December, maybe in January we will be getting interest again. We do not have the final figures for December because they do not close out for another 15 days. It is too early in the year to know if we are okay or not. She hopes she will be able to report more by the next meeting.

Attendance Report:

Nora stated we ended with a fabulous year from the December figures. We are serving 24% more people than last year with just adding 4 more hours of being open. We have also started back up with the CLE programs.

Amendment to County Surcharge Ordinance:

Commissioner Townsend has indicated this has not been voted on yet.

Policy Updating Library Website/Video Posting of Prior Meetings:

The library is not required nor are they under any obligation to post the video of the Law Library meeting on their website.

Patron Code of Conduct and Enforcement:

The Patron Code of Contact and Enforcement is posted in the library. The Code of Conduct states that the library does not have Paralegals to help assist patrons nor can the Librarians help fill out legal forms/paperwork for patrons. Judge Linn will meet with Clerk Miller to discuss this in further detail.

Public Records Request:

Previously discussed in the Librarian's Report listed above.

Adoption of Rules Relating to Public Comment:

Trustee Walker requested the library adopt the Policy Governing Public Participation, so a public participant does not consume the entire meeting with their participation/comments. The Trustees agreed this should be adopted and a Motion was made.

Adoption of Resolution:

Trustee Walker drafted a Proposed Resolution which tracks the Statute on this subject. The trustees agreed this should be adopted and a Motion was made.

Future Meeting Dates:

March 1, 2024, at 2:00 p.m.

May 3, 2024, at 2:00 p.m.

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, Lainey Francisco

Trustee, Jim Walker