

RUPERT J. SMITH LAW LIBRARY

May 7, 2021 Minutes

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

I. MEETING CALLED TO ORDER:

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

III. MINUTES:

Minutes for the last regular meeting of the Trustees were distributed and approved by all.

MOTIONS:

Commissioner Townsend motions to approve the meeting minutes from the last regular meeting. Trustee Wilder, seconds the motion and the motion is unanimously carried and approved.

Commissioner Townsend 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. Commissioner Townsend seconds the motion and the motion is unanimously carried and approved.

Commissioner Townsend moves to direct preparation of a rough draft of a long range plan by Nora. Trustee Wilder seconds the motion and the motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

- Minutes
- Unaudited Preliminary Financial Reports
- Attendance Report
- Construction Plan - Build Out
- Long Range Plan
- Recommendations for an architect or someone from the County
- Parking Status
- Discussion of Upcoming Meeting Dates:

V. NEW BUSINESS:

Librarians Report - Unaudited Preliminary Financial Reports

Nora has indicated we have had the best month in a very long time. Our Revenues are over \$31,000.00. Revenues should come in at approximately \$307,000.00 for the year.

Commissioner Townsend motions to have the Financial Reports approved. Trustee Wilder seconds the motion. The motion is unanimously carried and approved.

Attendance:

Nora states it was not a good month for either County. The library will eventually need two staff members on duty, one to help patrons and the other to attend to the library's phones and front desk. Trustee Wilder moves to have the attendance report approved. Commissioner Townsend seconds the motion. The motion is unanimously carried and approved.

CLE Clinics:

Nora has indicated Attorney Metcalf has stepped down from conducting the CLE Clinics in the library. We need to find another attorney to take over conducting the CLE Legal Clinics. Discussion on this matter is tabled to the next meeting.

VI. OLD BUSINESS:

Construction Plan - Build Out:

Nora has prepared a layout on how she believes the new layout of the Fort Pierce facility should be. Showing removal of some shelving and keeping some. She is looking to have a legal community area and add up to 9 computers. This should be up for discussion because it is not something we should jump quickly in to. Nora needs to get some recommendations for architects or have someone from the County come in.

Long Range Plan:

Trustees are requesting a draft amendment to the long range plan. Nora may consider asking for a tentative estimate of the cost implementing changes to the Law Library for any funding strategies. There is \$180,000.00 in the reserve fund that was established, \$160,000.00 in retained earnings to allocate towards needed things for the library. Commissioner Townsend motions to have Nora prepare a rough draft of the long range plan. Trustee Wilder seconds the motion. The motion is unanimously carried and approved.

Special House Bill:

There has been no response on our request for an amendment to the Special House Bill. This topic is tabled to the June meeting.

Parking Status:

The County has marked off parking spots in front of the Law Library for permit parking only. They also designated the parking spot closes to the library door as handicap parking. Designated parking for the Law Library was denied.

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:

June 4, 2021 at 2:00 p.m.

July 9, 2021 at 2:00 p.m.

August 6, 2021 at 2:00 p.m.

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

Dated and signed by the following Trustees this 23 day of July, 2021.



Chairman, Michael J. Linn

Commissioner, Cathy Townsend

Trustee, James Wilder

* Judge Michael Linn signing for all Trustees