

RUPERT J. SMITH LAW LIBRARY

May 12, 2023 Minutes

Present: Wendy Diaz, Trustee
Jim Wilder, Trustee
Jim Walker, Trustee
John Madden, Trustee
Nora Everlove, Librarian

I. MEETING CALLED TO ORDER:

II. Trustee Diaz calls the meeting to order. The above Trustees were present at the meeting.

III. MINUTES:

Meeting Minutes for the March 10th, 2023 meeting were distributed. Trustee Wilder Motions to approve the Minutes. Trustee Walker seconds the Motion and the Motion is unanimous, carried, and approved.

MOTIONS:

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

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

Trustee Wilder Motions to approve “Friends” to pay for the upgrade of Friendly Passages. Trustee Walker seconds but on the record wants it to be known that he is a member of “Friends”.

IV. DISCUSSION POINTS:

- Minutes from the March 10, 2023 Meeting
- Attendance Report
- Librarian Report
- Financial Report
- RJS Thank You to Rumberger Kirk and Caldwell
- Friendly Passages and Friends
- Law Day
- Special Senate House Bill
- Special District and Basic Accountability and Handbook
 - Special District Public Facility Report
 - Designation of Registered Officer and Agent
 - Meetings, Notice, Required Reports
 - Reports, Budget Audits
 - Annual Financial Audit Reports

- Record and Information Management
- Future Meeting Dates:

V. NEW and OLD BUSINESS:

Financial Report:

March was busy as usual. April our spring boom came late. It seems that we are still going to show a loss of about \$20,000.00 out of our Revenues. May, 2023 report was not available as of today. The motion to approve the Financial Report was approved by all.

Attendance:

Attendance is up overall for this year by approximately 16% considering we are only open about 65% of the time compared to last year. The motion to approve the Attendance Report was approved by all.

Rumberger, Kirk, and Caldwell:

Rumberger gifted the library books worth approximately \$75,000.00. We will also receive supplements to those books, which would be worth another \$45,000.00. This is one of the best donations the library has received.

Friendly Passages/Friends:

Friends requested to upgrade Friendly Passages 2x per year. They are looking for a volunteer to help build another Website. We utilize an account with Wix at \$24.00 per month, we could upgrade to \$59.00 which would include unlimited email. Friends will pay the added cost. Trustee Wilder motions to approve, Trustee Wilder seconds but for the record would like to inform all he is a member of Friends.

Helping Support Friends was held in April and hosted by Jen this year. She did a great job and thank her for her time.

Law Day Art Contest:

The Law Day art contest went especially well this year.

Special District and Basic Accountability:

Trustee Walker is concerned and states we are an Independent Special District and need to be following the statutes:

- 189.08: Special District Public Facility Report
- 189.014: Designation of Registered Office Agents, Chair of Trustees
- 189.015: Quarterly, Semi-Annual Meetings
- 189.016: Posting of Budget

Trustee Walker's Additional Concerns:

Annual CPA done for Tallahassee and we should be sending two separate reports. Financial Statements are required by all, and Financial Disclosure Reports are verified and are necessary. Commissioner Burns' message seems not all Special Districts are required to submit. Are we required?

Trustee Walker believes that if any Trustee cannot make the time to attend the meetings, they should step down from their position.

Future Meeting Dates:

July 14, 2023 - Trustee Wilder Motions to keep the meeting scheduled for July 14, 2023, Trustee Walker opposes.

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

Dated and signed by the following Trustees this ____ day of _____, _____.

N/A

Chairman, Michael J. Linn

N/A

Commissioner, Cathy Townsend

Trustee, Wendy Diaz

Trustee, Jim Wilder

Trustee, Jim Walker

Trustee, John Madden