

# RUPERT J. SMITH LAW LIBRARY

February 21, 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. RECOGNITION OF THE LIBRARIAN**

Trustee Walker asks that the Minutes reflect the profound sense of gratitude to Nora's outstanding job presenting the January CLE Lecture on the subject of use of secondary authorities. She was a terrific speaker, she knew her subject matter in great depth. The audience was following her closely. Trustee Walker felt very proud on behalf of our Law Library to hear such an authoritative presentation. He feels Nora is a real credit to our Library and it was a very useful lecture. Thank you Nora for all that you do.

**IV. MINUTES:**

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

**MOTIONS:**

Trustee Walker motions to approve the meeting minutes for December, 2019. 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 Walker motions to approve the Attendance Report. Trustee DeMarchi, seconds the motion and the motion is unanimously carried and approved.

**V. DISCUSSION POINTS:**

- Minutes
- Unaudited Preliminary Financial Reports (2018-2019 Final & 11/2019)
- Attendance Report
- Funding from the County for Additional Employees
- Upgrading Current Audio/Visual/Remote Conferencing Capacity of Library
- Discussion Regarding Production of Videos on Legal Research, both generally and for Specified Topics
- Television Show with Commissioner Townsend
- Howard Tipton/Erick Gill - Technical Production
- Discussion of Upcoming Meeting Dates:

**VI. NEW BUSINESS:**

**Funding from the County for Additional Employees**

Commissioner Townsend informs the Librarian that now is the time to request funding from the County for additional employee(s) for the Law Library.

**Television Show with Commissioner Townsend**

Commissioner Townsend suggests possibly doing a pod cast through the County or she can schedule a segment on her show about the Law Library. This would give the library

publicity and the public an idea as to what the Law Library main directive is. Tentative production planned for late May 2020.

**Discussion Regarding Production of Videos on Legal Research, both generally and for Specified Topics**

Trustee Walker states there had previously been discussion of creating a parallel program of legal education for the public. This would be a lecture series, which would provide information to the public about what our CLE series does for the Bar. The sense that evolved about these discussions was that the “Friends” of the RJSLL could undertake responsibility for creating and administering of such a program. This request was, presented to the “Friends” and the “Friends” accepted and organized a committee of volunteers who would conduct an educational series for the public. Approximately ten years ago, the “Friends” provided a series of brochures for people wanting to come in to research specific matters. Trustee Walker’s thoughts are, to create videos made by Judges and/or Attorneys that could offer basic guidance to the public regarding research. Another possibility would be to create a video that informs the public what Statutes they may need to look at prior to filing a court case, mostly for commonly raised questions that come up. How do we explore who can possibly do this, maybe prepare a special needs study to see what areas of law are, commonly questioned. The video could also be a basic orientation of what the Law Library does and what they do for the public and/or attorneys. Discussion on this matter will remain open.

**Your Courts Up Close**

Chairman Linn suggests that Nora think about preparing a presentation to speak at Your Courts Up Close in reference to the Law Library and what we provide to the public.

**VII. OLD BUSINESS:**

**Librarian Report - Financials:**

Nora states it was a good month. The library brought in \$27,000.00 and spent just under \$26,000.00. Trustee Walker motions to accept the Librarian’s Financial Report, Trustee Wilder seconds the motion and the motion is unanimously carried and approved.

**Attendance Report**

Nora states January was a good month in Fort Pierce, the library had over 590 patrons. There has been more request by the public and attorneys by email. Nora states she will start tracking the amount of email request that come through.

**Upgrading Current Audio/Visual and Visual Remote Conferencing Equipment**

Nora states she has researched and found a Video Conferencing Kit for the large conference room. Along with this “Kit” she is requesting to purchase a service plan/software. After discussion on this matter, Trustee Walker motions to approve up to \$18,000.00 for purchase and installation of the proposed “Kit” as an improvement to the large conference room. Trustee DeMarchi seconds the motion and the motion is unanimously carried, and approved.

**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:

February 7, 2020  
March, 6, 2020  
April 3, 2020  
May 15, 2020

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

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

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Chairman, Michael J. Linn

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Commissioner, Cathy Townsend

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Trustee, James Walker

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Trustee, James Wilder

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Trustee, Donna DeMarchi