

RUPERT J. SMITH LAW LIBRARY

August 17, 2018 Minutes

Present: Chairman, Charles A. Schwab
Commissioner, Linda Bartz
James Wilder, Trustee
James Walker, Trustee
Donna DeMarchi, Trustee
Nora Everlove, Librarian
Gale Knowles, Secretary

I. MEETING CALLED TO ORDER:

II. Chairman, Charles A. Schwab calls the meeting to order. Above Trustees present at meeting.

III. MINUTES:

Minutes for the August, 2018 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee, Donna DeMarchi Motions to approve the meeting minutes for August, 2018. Commissioner, Linda Bartz seconds the Motion, the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes

Attendance

Librarian's Financial Report

Proposed Budget for 2018/2019

Funding Approved by the County Commissioner's Office

Electronic Library

Cleaver Hayling

Audit Approved

COSA Presentation

CPR Training

Website and Newsletter

V. OLD BUSINESS:

Status of Funding from the County:

The Library's request for funding by the County Commissioner's Office has been approved. Funding will be provided for one year only and will be re-evaluated at the end of that year. A thank you to Mr. Tipton and the County Commissioner's office for accepting our proposal for funding and a big thank you to Nora and Jim Walker for making it happen.

Cleaver Hayling:

Still soliciting business now at the Clerk's Office and providing service out of the Law Library. A woman who consulted with him stated how awful he was to her and was sexually aggressive. A report was taken by the Sheriff's Office and now the State Attorney's Office is involved. Cleaver has been very disruptive to our staff and patrons. He will be trespassed the next time he is in the library soliciting business.

VI. NEW BUSINESS**Attendance:**

Nora states the "phone reference" is really growing. Attendance was good for the month of July. There was a first ever seminar conducted at the South County branch which a few patrons showed up. Nora hopes to continue providing seminars at South County, in hopes to bring more people and knowledge to the community. There was a request to change the hours of the seminars to make it convenience for all to attend.

Librarian - Financial Report/ Revenues and Expenses

Nora states that our expenses were good for the month of July. Our budget was approved at over \$406,000.00 for the year and we will end up spending less than \$350,000.00 for the year. The budget included the South County addition. We saved because we didn't owe the County as much as we predicted and we saved on furniture and assembling computers and desks with the help of library employees, trustees and a few of their family members. Our reoccurring expenses were approved at \$237,000.00 and we finished at about \$305,000.00 for the year.

Proposed Budget:

The proposed budget is approximately \$315,000.00 with end of the year reserves at approximately \$200,000.00.

Electronic Library:

It was discussed that the Rupert J. Smith Law Library become an electronic library to help save money and keep the Library up and running for the years to come. This discussion will be tabled for the next meeting.

CPR Training:

Trustee Wilder states he is offering CPR Training to the Library employees, their families and trustees and their families. The tentative date will be Sunday, September 23, 2018 from 10:00 a.m. to 3:30 p.m. Commissioner Bartz has offered to supply lunch. Jim will need an approximate head count so if he needs to bring an additional instructor he will be prepared to do so. There will be no charge for any of the materials everything will be donated to the Rupert J. Smith Law Library.

Audit Approved:

Gale provided the Trustees with a copy of the Audit. Chairman Schwab states that we had a completely "clean" audit with no issues found.

COSA Presentation:

Commissioner Bartz has offered to have a presentation in reference to the ½ cent sales tax which will be designated to roads, sidewalks and water quality. She has offered to have the presentation with COSA. Trustee Wilder has indicated that on or about September 26, 2018 COSA has a “showcase of services” and would make sure that he had a spot for the County Commissioner’s Office to conduct such a presentation. This will be held at the Thomas Counselling Center from 8:30 a.m. to approximately 10:30 a.m.

News Letter and Website:

Changes to the website have been very successful. In addition to that change, Nora has been including a newsletter once a month with information on CLE Training, CLE tapes available and other information that people may be interested in knowing. The newsletter appears to be just as successful.

As there were no further topics the meeting was adjourned.

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

Chairman, Charles A. Schwab

County Commissioner, Linda Bartz

Trustee, James Walker

Trustee, James Wilder

Trustee, Donna DeMarchi