

RUPERT J. SMITH LAW LIBRARY
March 9, 2018 Minutes

Present: Chairman, Charles A. Schwab
Commissioner, Linda Bartz
James Wilder, Trustee
James Walker, Trustee
Donna DeMarchi
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 January 12, 2018 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee Walker Motions to approve the meeting minutes for January 12, 2018. Trustee Wilder seconds the Motion, the Motion is unanimously carried and approved.

Trustee Walker Motions for approval of him taking over the preparation of the Letter to Mr. Tipton, Trustee Wilder seconds the Motion and the Motion is unanimously carried.

IV. DISCUSSION POINTS:

Minutes

Attendance

Librarian Amended Report

Librarian's Report for January including Financials

Insurance Coverage Quote Confirmed

AED for South County Purchased

Disposition of Books at Logistic Center Donated to FAMU

Plaque for Johnathan

Letter to Tipton

Donna DeMarchi

Letter Cleaver Hayling

Website Update with Trustee, Donna DeMarchi's information

Front Door of Library not locking

Friends Flyers/Leaflets and Brochures

Law Day Function

Computer Issues - Misuse of Computers

Scheduled Meetings

V. OLD BUSINESS:

Librarian - Amended Report:

Nora was in contact with Alvin Hall from County Finance. He sent an email stating they cannot reduce our budget expenses that they budget for the Law Library. They can for this year but not for past years. Nora will invite Mr. Hall to the next meeting in hopes he can clarify for us.

Insurance Coverage Quote:

Chairman Schwab informs Trustees confirms insurance coverage for the library has been reduced from \$400,000.00 to \$300,000.00

AED for South County:

Trustee, Wilder purchased the AED for South County. He will submit his receipts for reimbursement.

Letter to Mr. Tipton - Grants/Funding:

Trustee Walker will take over the preparation of the letter to Mr. Tipton. Trustee Walker Motions for approval of him taking over the preparation of the Letter to Mr. Tipton, Trustee Wilder seconds the Motion and the Motion is unanimously carried.

Letter to Cleaver Hayling:

Chairman Schwab presents the letter to Mr. Hayling to the Trustees. Mr. Hayling has been pretty quiet lately so the letter will be held until there is another situation and at that point it will be presented to him.

Disposition of Books at Logistic Center:

Nora states the books were picked up and sent to FAMU Law School in Orlando.

Plaque for Johnathan Ferguson:

Trustee, Walker provided a draft of what will be written on Johnathan's plaque. Still looking to present it to him at the PSLBA Law Day Luncheon.

VI. NEW BUSINESS

Attendance:

Nora states attendance was very good and January and remarkable good in February, better than last year. Attendance of patrons at South County is growing. Nora should have an approximate count by next meeting.

Librarian - Financial Report/ Revenues and Expenses

The expenditures for this month do not reflect all of last. We had a good month with the finances. We show \$27,000.00 in revenues which is approximately \$8,000.00 more than what is typical. Nora is hoping we get another 2/3 month bump.

There are talks that there will be an 18% reduction in traffic fines unless there is a pick-up in tickets. If not this will drop our revenues drastically.

Website Update:

Nora will have the website updated with Trustee, Donna DeMarchi's information.

Law Day:

Trustee Walker is still working on the Law Day function. There is another meeting coming up and should have more information by the next meeting. Everything seems to be falling in place.

Library Door:

The front door to the Library has not been locking they had an incident where a patron was in the library when one of the library employees opened for the morning. Nora is going to see if they can put a lock on the front door, after hour usage is provided by code entry so they will still have access just not through the front door. There was another issues where there was someone in the library late at night and possibly vaping. We need to make sure there is a policy put in place about vaping being restricted from the use of their vape in the library.

Friends Flyers and Leaflets:

The Friends formerly had brochures printed out by the Library. Trustee Walker is requesting for more brochures. Nora states there money for these are already in the budget and she will move forward with preparing new ones.

Computer Issues:

Nora states we had to strip 2 of the patron computers, reinstall all programs because a patron is streaming and downloading pornography and videos. Nora called the patrons mother to make her aware of the situation and was told if he continued he will be banned from the library. There is a notice posted stating what the computers can and cannot be used for.

Scheduled Meetings:

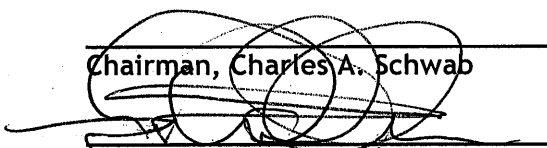
The next scheduled Law Library Meetings are as follows:

- May 11, 2018 at 3:30 p.m.
- June 15, 2018 at 3:30 p.m.

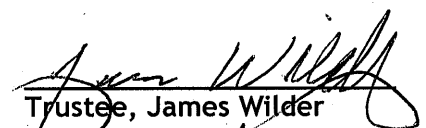
As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 13th day of April 2018

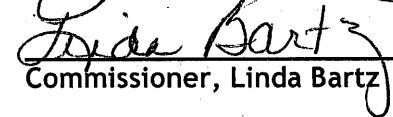
Chairman, Charles A. Schwab



Trustee, James Walker



Trustee, James Wilder



Commissioner, Linda Bartz

Trustee, Donna DeMarchi