

RUPERT J. SMITH LAW LIBRARY

June, 2018 Minutes

Present: James Wilder, Trustee
James Walker, Trustee
Donna DeMarchi, Trustee
Nora Everlove, Librarian
Gale Knowles, Secretary

I. MEETING CALLED TO ORDER:

II. Trustee Jim Wilder calls the meeting to order. Above Trustees present at meeting.

III. MINUTES:

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

MOTIONS:

Trustee, Donna DeMarchi Motions to approve the meeting minutes for April, 2018. Trustee, James Walker seconds the Motion, the Motion is unanimously carried and approved.

Trustee, James Walker Motions for approval of the Librarian's Financial Report. Trustee, Donna DeMarchi seconds the Motion, the Motion is unanimously carried and approved.

Trustee, James Walker Motions for approval of the Librarian's Attendance Report. Trustee, Donna DeMarchi seconds the Motion, the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes

Attendance

Librarian's Financial Report

Status of Funding from the County

Front Door of Library Issues

Disposition of Books

Computer Issues

Cleaver Hayling

Front door issues

Portrait of the Rupert J. Smith's Libraries Name Sake

Safety Training

V. OLD BUSINESS:

Status of Funding from the County:

Trustee Walker and Nora met with Mr. Tipton in reference to funding the Law Library. Mr. Tipton seemed exceptive to our need for help. He asked Trustee walker to put together a presentation package that he would review and would let them know the results of the Library's request for funding.

Disposition of Books at Logistic Center:

Nora states that the majority of books were disposed of. Approximately 1000 volumes were given away.

Computer Issues - Streaming:

Trustee Wilder and Nora are in the process of cleaning up the computers. Seems like patrons are streaming and downloading. Possibly clean computers at least once a month.

Cleaver Hayling:

Nora states they have not had any issues with him at this time.

Front door issues:

Nora states security has informed her that there have been people going in and out of the front door after the library is closed. When this happens the door does not shut securely and lock. Nora had a meeting with her employees and they are to double check to make sure the door is secure when they leave.

VI. NEW BUSINESS

Attendance:

Nora states South County has seen a 76% increase in traffic and most patrons are non-attorney. There will also be a "pro-se clinic" scheduled at the South County facility on "New Tax Legislation". Nora is hoping this presentation will help bring more to South County.

Librarian - Financial Report/ Revenues and Expenses

Nora states that our Revenues are approximately \$25,000.00 which seems to be way above average. She believes we will spend more than we have earned this year. Nora will present the "first preliminary budget" for 2018/2019 at the next meeting.

Portrait of Rupert J. Smith Name Sake:

Portrait will be moved to the conference room with an engraved piece identifying Rupert J. Smith.

Photo copier:

Nora did not renew the maintenance agreement for the old copier due to the usage of it not being very high. It was mostly being used for general copying. She will keep the copies until it no longer works.

Safety Training:

Trustee Wilder states the time have come for the training again for staff. He is extending the invitation to the Trustee's and their families as well. There will be no charge for any of the materials everything will be donated to the Rupert J. Smith Law Library. Prefers to have it held on a Saturday or Sunday.

As there were no further topics the meeting was adjourned.

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

Trustee, James Walker

Trustee, James Wilder

Trustee, Donna DeMarchi