

RUPERT J. SMITH LAW LIBRARY

April 8, 2021 Minutes

Present: Chairman, Michael J. Linn
Commissioner, Cathy Townsend
Jim Wilder, Trustee
Nora Everlove, Librarian
Member of the Public - Jim Walker

I. MEETING CALLED TO ORDER:

II. Chairman Michael Linn calls the meeting to order. A quorum of the Trustees were present.

III. MINUTES:

Minutes of the last regular meeting of the Trustees were approved by all.

MOTIONS:

Motion to approve the Financial Report was tabled until May meeting.

Motion to approve Librarians Report. Motion was approved by all.

Motion to approve request to allow additional Patrons in the library at one time from 5 Patrons to 9 Patrons. Motion was approved by Chairman, Linn and Commissioner, Townsend. Trustee Wilder does not agree. Motion is approved 2 to 1.

IV. DISCUSSION POINTS:

- Minutes
- Financial Report
- Attendance Report
- Librarian Report
- Parking
- Conceptual Plan - Build out of Fort Pierce Facility
- Special Bill Amendment
- Meeting Dates

V. NEW BUSINESS:

Financial Report

Nora Everlove states the library has approximately \$24,000.00 in revenues. We are not yet out of the woods. The \$18,000.00 grant from the County

was needed to balance out expenditures. We are about \$100,000.00 below the projected budget. Mr. Walker asked for permission from Chairman, Linn to request that the \$18,000.00 grant monies from the County be separately labeled on the Financial Report as “retained funds” this would be done for accounting purposes. Nora will research the allocation of the \$18,000.00 grant fund. This discussion is tabled until the May 7th meeting.

Attendance Report

The Port St Lucie facility has increase by 10% more Patrons last month. There are still no clinics being held at the Port St Lucie facility at this time. The Fort Pierce facility had approximately 556 Patrons this is an increase compared to March 2020. Motion to approve Attendance Report was approved by all.

Librarian Report

The Fort Pierce facility had a very busy month. Statistics are not coming through the roof.

There was a continuing education class in reference to handling probate cases.

Michelle Miller, Clerk of Court met with the library staff and was informed of the history and basic knowledge of how the library functions. She was very engaged and has been referring Patrons to the library for their legal research needs.

Attorneys are still utilizing the conference rooms and using out technological equipment for Zoom hearings, meetings and other.

Unfortunately one of the library staff members tested positive for COVID. All employees that were in contact with her were tested as well, all tested negative. Librarian Report was approved by all.

VI. OLD BUSINESS

Conceptual Plan

Nora prepared a dialogue conception of a new floor plan which copies were distributed. One was plan was the library as is and there were other diagrams prepared as well adding additional conference rooms and downsizing print shelving. Nora will prepare better statistics when we know exactly how much extra space will be needed. We will need someone in technology and an architect to work together when we get a little further along. Nora will also check the costs for Blue Print Plans to be made. Mr. Walker spoke and asked permission from Chairman Linn if he could reach out to Ryan from the Bar Association to see if he has any input on the redesign. Discussion on this matter is tabled until the May 7th meeting.

Parking for the Law Library

There will be a handicap parking space designated outside of the Fort Pierce facility. This will not be just for the library. Discussion about signs being place diverting people to park across the street in the St. Andrews parking lot. Nora has a telephone conference with Alonzo Jefferson to discuss parking issues for the library. Discussion on this matter is tabled to the May 7th meeting.

Board Members “Special Bill”

Commissioner Townsend will follow up to see if the amendment request as to Trustee’s living outside of jurisdiction has been received by the Legislative Committee. Discussion on this matter is tabled to the May 7th meeting.

Agenda Packet and Meeting Minutes Distribution

Unfortunately the librarian does not get all Preliminary Unaudited reports until after the end of the month so this hold up the distribution of the Agenda packet. The Trustees have no issues with the distribution at this time but if it does become an issues this matter will be revisited.

Meeting Dates

May 7, 2021 at 2:00 p.m.
June 4, 2021 at 2:00 p.m.
July 9, 2021 at 2:00 p.m.

- Judge Linn will sign on behalf of all Trustees with no objection.

There being no further business coming before the Board, the meeting was duly, adjourned.

Dated and signed by the following Trustees this 7th day of May, 2021.



Chairman, Michael J. Linn

N/A

Commissioner, Cathy Townsend

N/A

Trustee, James Wilder