

RUPERT J. SMITH LAW LIBRARY

August 20, 2021 Minutes

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

I. MEETING CALLED TO ORDER:

II. Chairman, Michael Linn calls the meeting to order. Above Trustees present at meeting.

III. MINUTES:

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

MOTIONS:

Trustee Wilder motions to approve the meeting minutes from the last regular meeting. Commissioner Townsend, seconds the motion and the motion is unanimously carried and approved.

Trustee Wilder motions to accept the Librarian's Financial Report. Commissioner Townsend seconds the motion and the motion is unanimously carried and approved.

Commissioner Townsend motions to approve the Attendance Report. Trustee Wilder seconds the motion and the motion is unanimously carried and approved.

Commissioner Townsend motions to approve the Annual Budget. Trustee Wilder seconds the motion and the motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

- Minutes
- Unaudited Preliminary Financial Reports
- Attendance Report
- Construction Plan Architect- Build Out - tabled
- Proposed Budget - Approved as to Raises if need to Amend in the Future it will be brought forth
- Amendment for Long Range Plan - tabled
- \$18,000.000 Grant - Separate on Budget
- CLE Instructor - No candidates at this time
- Discussion of Upcoming Meeting Dates:

V. NEW BUSINESS:

Librarians Report - Unaudited Preliminary Financial Reports

Nora has indicated we are still doing ok, staying above water. Our Revenues are good as of today's meeting. Revenues should come in at approximately \$307,000.00 for the year. Trustee Wilder motions to have the Financial Reports approved. Commissioner Townsend seconds the motion. The motion is unanimously carried and approved.

Attendance:

Nora states the Port St Lucie Facility is still very slow. Fort Pierce has had approximately 100 more inquiries since last month. Hoping both facilities start picking back up.

CLE Clinics:

Nora has indicated that they still have not found anyone who is interested in picking up the CLE Clinics.

VI. OLD BUSINESS:

Construction Plan - Build Out:

Still looking to see if the County can help or do we need to hire and Architect. Tabled to August meeting.

Annual Budget Proposal:

Nora has proposed that we drop all of the options that were brought forth at the last meeting and just keep the \$1.00 per hour increase for staff and the \$50.00 per month increase for the Secretary. She stated the "Material Budget" will go up due to Lexis and Westlaw no longer offering discounted pricing due to COVID. Expenditures will run a little over our Revenues which won't make much of a difference. All other requests have been stricken and can be revisited in the future if need be by discussion and amendment of the budget. The \$18,000.00 Grant should be listed in the budget under its own "line" that way the Trustees will be able to determine what monies have been spent and on what. This will also help if we every request another Grant.

Long Range Plan Library Floor Plan:

Trustees agreed to table this to the November meeting in hopes that we will have a full board by then. Request to have Danny Retherford attend that meeting. We will try to have this meeting as an in person meeting. Trustee Wilder has also indicated that COSA may want to be present and give their input as well.

Special House Bill:

The Trustees have agreed to the Proposed Special House Bill and are still awaiting approval from the Senate.

Video Conferencing Training:

Discussion about YouTube Training Video, tabled.

Standards of County Law Library:

Nora supplied the Trustees with an informative handout in reference to the Standards of County Law Library.

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:

- September 10, 2021
- October 1, 2021
- November 12, 2021 in person

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

Dated and signed by the following Trustees this ___ day of _____, 2021.

Chairman, Michael J. Linn

Commissioner, Cathy Townsend

Trustee, James Wilder

*Judge Michael Linn signing for all Trustees