**RUPERT J. SMITH LAW LIBRARY**

**January 10, 2020 Minutes**

**Present: Chairman, Michael J. Linn**

 **James Walker, Trustee**

 **James Wilder, Trustee**

 **Donna DeMarchi, Trustee**

 **Nora Everlove, Librarian**

1. **MEETING CALLED TO ORDER:**
2. Chairman, Michael Linn calls the meeting to order. Above Trustees present at meeting.
3. **MINUTES:**

Minutes for the December, 2019 meeting were, distributed to the Trustee’s for review.

**MOTIONS:**

Trustee Walker motions to approve the meeting minutes for December, 2019. Trustee Wilder, seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to defer acceptance of the Financial Report until February’s meeting. Trustee Wilder seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to approve the Attendance Report. Trustee DeMarchi, seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to accept the Librarian’s Report on Mr. Gerald Orr and the Security Issues. Trustee DeMarchi seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to approve $4,800.00 for acquisition to upgrade 3 computers and purchase Linux for one of the computers. Trustee DeMarchi seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to have the Librarian follow-up with Neil in reference to an approximate figure on upgrading the library with audio/video/visual conferencing equipment for the February meeting. Trustee DeMarchi seconds the motion and the motion is unanimously carried and approved.

Trustee Walker motions to approve Librarian’s request to purchase the Public Info Service as an addition to the Westlaw Contract and limit use to Attorneys ONLY. Trustee DeMarchi seconds the motion and the motion is unanimously carried and approved.

1. **DISCUSSION POINTS:**

Minutes

Unaudited Librarian Financial Report

Attendance

Security Issues/Gerald Orr

Replacing Computers

Westlaw addition

Upgrading Audio/Video and Visual Conferencing Equipment

Future Meeting Dates.

1. **NEW BUSINESS:**

**Addition to Westlaw Contract**

Nora has requested permission from the Trustee’s to purchase additional investigative information/data base for $378 per month through the library’s Westlaw contract and limit the use of it to attorneys ONLY.

**Security and Gerald Orr**

Nora indicates that we are still having issues with security buzzer and with the front entrance door. We also have issues with Mr. Orr who seems to be a very angry man and has threatened numerous people, he is very rude and obnoxious when in the library. Mr. Orr sent Nora an email that was unacceptable.

**Computer Replacement**

The library’s computers are still Windows 7 which does not support certain programs provided to the public by the Law Library. Nora is requesting to replace 3 computers, adding Linux to one of the computers for the Attorneys use only. She is also requesting to add some type of power-point that provides information to the public and shows on one of the vacant walls in the library. The cost for the upgraded computers and addition requests should not proceed $4,500.00.

1. **OLD BUSINESS:**

**Librarian Report – Financials:**

Nora informs the Trustees that there is a discrepancy in the Financial Report but indicates that with the figures noted the library is still doing well and looks like we are continuing to get ahead. It is safe to assume we did make approximately $25,000.00.

**Attendance Report**

In December there were only 37 patrons who utilized the Law Library in South County. There were no clinics or CLE’s in the month of December this is most likely why the attendance count was very low and also because of the Holidays. December at the Fort Pierce facility there were approximately 647 patrons. We had a great year in Fort Pierce, attendance numbers were up to approximately 7000 patrons for 2019.

**Upgrading Current Audio/Visual and Visual Remote Conferencing Equipment**

The Trustees are requesting to upgrade to an audio/visual and visual remote conferencing in the library. They request if approved, equipment would be “removable” equipment. Nora will contact Neil again to see if he can prepare some type of “price list” for February’s meeting.

**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:

 February 7, 2020

 March, 6, 2020

 April 3, 2020

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

**Dated and signed by the following Trustees this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.**

 **Chairman, Michael J. Linn Trustee, James Walker**

**Trustee, James Wilder Trustee, Donna DeMarchi**