

# RUPERT J. SMITH LAW LIBRARY

January 8, 2021 Minutes

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**Present:** Chairman, Michael J. Linn  
Commissioner, Cathy Townsend  
James Walker, Trustee  
Donna DeMarchi, Trustee  
Nora Everlove, Librarian

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**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.

**MOTIONS:**

Motion to approve the Financial Report was, approved by all.

Motion to approve the Attendance Report was, approved by all.

Motion to revisit Board Attendance to the February meeting, approved by all.

**IV. DISCUSSION POINTS:**

- Minutes
- Financial Report
- Attendance Report
- Board Attendance at Meetings
- Conference Room in Fort Pierce Facility (not on agenda)
- Library Credit Card
- Florida Collection - Tabled until next meeting
- Meeting Dates

**V. OLD BUSINESS:**

**Financial Report**

Nora Everlove states revenues for December 2020 are only \$19,000.00 which is very low. We have had tremendous good news up now. If this continues, we will be \$100,000.00 off budget for the year. January will hopefully our revenues will be back up to the \$25,000.00.

**Attendance Report**

The Fort Piece location had 356 points of contact for the month of December. We will finish the year with approximately 4,815 patrons which is about 68% of what we had in 2019. We do need to put into consideration

that the library was closed due to COVID. Nora would like to increase the phone assistance. Hopefully we will have more patrons as the COVID pandemic bands are lifted.

**Board Attendance**

Jim Walker expressed concern about having to cancel meetings due to not having a quorum. He suggested moving the day and time of the meetings. Discussion on this topic was tabled to revisit at the next two meetings to see where we are if the day and time should be changed or remain the same.

**Additional Conference Room**

Commissioner Townsend suggested Jim Walker have a telephone conference with Mr. Johnson in reference to the buildout of the Clerk’s office. It was Motioned to table this to the March meeting.

**Meeting Dates**

February 5, 2021 at 2:30 p.m.  
March 5, 2021 at 2:00 p.m.  
April 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 5th day of February, 2021.

  
\_\_\_\_\_  
Chairman, Michael J. Linn

N/A  
\_\_\_\_\_  
Commissioner, Cathy Townsend

N/A  
\_\_\_\_\_  
Trustee, James Walker  
N/A

N/A  
\_\_\_\_\_  
Trustee, James Wilder

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Trustee, Donna DeMarchi