

MINUTES
LAW LIBRARY ADVISORS' MEETING
OCTOBER 28, 2015

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, October 28, 2015, at 12noon, in the Law Library conference room at 701 E. Twiggs Street. The Advisors present were Judge Christopher Nash, James Schmidt, Esq., Susan Miles Whitaker Esq. and Susan Johnson-Velez, Esq. Also in attendance were Thomas Fass, Jennie Tarr, Esq., Jane Rose, Esq., Jacqueline Zebos, Margaret Rials, Sheryl Herold, Bill Spradlin and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:00pm and followed the set agenda previously noticed. The Minutes of the last meeting of the Law Library Advisors, dated September 2, 2015, were discussed and the Advisors had no comments or changes to the Minutes as presented. A motion was made by Susan Miles Whitaker, Esq., seconded by Judge Nash and unanimously approved to accept the Minutes of the September 2, 2015, Law Library Advisors' meeting with no changes, additions or deletions.

Rule 5 of the Rules of Order for the Law Library Advisors requires "The Advisors, by majority vote, shall designate a Chair who shall serve for one (1) year and preside at all meetings of the Advisors". Since this meeting was the first annual meeting Susan Miles Whitaker, Esq., nominated James Schmidt to retain the Chair for another year. Upon that motion, seconded by Susan Johnson Velez, Esq., and unanimously approved. James Schmidt, Esq., was duly elected Chair for the year 2015/16.

The Advisors over the past year have been meeting bi-monthly on Wednesdays at noon at the Law Library. Ms. Wise was asked to add this to the Agenda as it was felt by some that perhaps just one hour during the lunch hour might be time constraining and perhaps the Advisors felt rushed. After considerable discussion it was decided to continue with the current schedule, dates, times and location for the time being.

Concerning the dissolution of the Law Library Foundation Ms. Wise informed the Advisors that outside counsel had been hired and a petition for a Judicial Dissolution would be filed shortly.

The Projects and Initiatives of the Law Library were reviewed and Ms. Wise pointed out the progress being made to existing projects and identified new projects and initiatives.

Ms. Wise and Ms. Rials informed the Advisors that a search was underway to fill the vacant Librarian position. Hopefully, the position will be filled by the end of the year.

The hours and patron usage statistics were reviewed and discussed for the period of November 2014 through September 2015. As the previous months have shown, the Monday-Thursday evenings between 5 and 7pm, and Friday evenings between 5 and 6pm, have had very little traffic. The patronage during the 9am-5pm hours continue to grow, as expected. After discussion, and at the suggestion of staff, a motion was made by Susan Miles Whitaker, Esq., seconded by Susan Johnson Velez, Esq. and unanimously approved that the new hours will be 8am – 5pm, Mondays through Saturdays. These hours will take effect as soon as is practical after the hiring and training of the new staff member, but no earlier than January 1, 2016. All four staff members will be working Monday through Thursdays and there will be two staff members working on both Fridays and Saturdays – alternating weeks as to who works which days. This keeps scheduling problems to a minimum and makes it easier for staff to plan in advance. The number of hours of operation will remain exactly the same at 54 hours per week. The Advisors were reminded that Westlaw is now available at both the Germany and Saunders Public Libraries so it will be available for the times the law library is closed and those branches are open. The Advisors requested staff to make sure that the new hours and Westlaw availability were properly noticed on both the Law Library's and the main Public Library's websites. Also, to work with the Hillsborough Bar Association and other entities to help make attorneys aware of the changes.

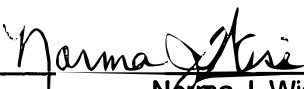
The Westlaw database statistics (provided by the law library's Thomson-Reuters West Representative) for the patron access computers were reviewed and discussed. The James J. Lunsford Law Library's Westlaw usage still remains higher by far than the surrounding county law libraries. Unfortunately, the statistics kept by Westlaw are by account and not IP address, therefore, it is not possible at this time to get a breakdown of the public libraries' usage broken out separately from the law library's usage. The currently subscribed databases are serving our customers well, and it was decided to make no further changes to our account at this time.

A review of the final FY15 Budget and Expenditures draft was prepared by Sheryl Herold and presented to the Advisors. County Accounting has not yet closed FY15, so this draft was Ms. Herold's best estimate of how the year ended. Ms. Wise informed the Advisors that as soon as the books were closed for FY15, Ms. Herold

will prepare a final accounting which would be forwarded to the Advisors highlighting any changes from the draft. A discussion was then held concerning the new FY16 budget. Ms. Herold informed the Advisors that due to a last minute change to reallocate some funds for the law library's renovation, the book budget was decreased. Ms. Herold assured the Advisors and staff that she had discussed this with the Budget Department and Mr. Breidenbaugh, Library Services Director, and it was decided that Library Services would make up any difference to cover contractual expenses and new purchases for FY16. With regard to the FY16 budget Ms. Wise requested the Advisors' approval, as was done last year, to allow staff the authority to spend the budgeted allowances. With this year's deficit in the book budget law library staff will work closely with Ms. Herold to make sure all bills are paid on a timely basis. Upon a motion by Susan Miles Whitaker, Esq., to give staff the authority to spend the budgeted allowance without requiring the Advisors' prior approval of individual purchases, was seconded by Judge Nash and passed unanimously.

The meeting was adjourned at 1:05pm.

The next meeting of the Law Library Advisors will be held on Wednesday, December 16, 2015, at 12pm in the Law Library's conference room.



Norma J. Wise
Ex Officio Secretary to the Advisors