

MINUTES
LAW LIBRARY ADVISORS' MEETING
November 16, 2022

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors (“Advisors”) met on Wednesday, November 16, 2022, at 12:00 pm in the Norma J. Wise Room at the Law Library 701 E. Twiggs Street. The Advisors present were Judge Christopher Nash, James Schmidt, Esq., and Susan Miles Whitaker, Esq. Also, in attendance were Jane Rose (via Teams), Lisa Wagner, Jessica Rehbaum.

James Schmidt, as Chair, opened the meeting at 12:13 pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors’ Meetings dated August 24, 2022

The Advisors reviewed the Minutes of the meeting of August 2022 and approved as written with no changes. Motion by Judge Christopher Nash and seconded by Susan Miles Whitaker to accept the minutes as presented. Passed unanimously.

James Schmidt verified that quorum was met with the absence of Amy Casanova-Ward.

Law Library Manager’s Report

- a. *Statistics Overview* – Jessica Rehbaum presented the Manager’s Report updating the Advisors on the September 2021 and September 2022 numbers. This led to a brief discussion regarding Ms. Rehbaum beginning to track these numbers monthly rather than on a quarterly basis to attempt to see trends. Stats will also begin to include Gale Legal Forms.
- b. *Budget-Expenditure Review* – Ms. Wagner explained that Hillsborough County Government has transitioned to the new Oracle Cloud which will include HR (timecards, recruitments), budget and expenditure information going forward. Between the spending pause due to the end of Fiscal Year 2022 and this software transition there has been a pause on the payment of invoices until the transition was complete. There was a discussion regarding the report listing accounting strings and a request to find out what those strings refer to. Ms. Wagner mentioned that we were working to pull Library Board Budget information to see if that may be of assistance. Jessica showed the committee a sample of the Fund Hierarchy report showing the Law Library materials budget explaining this was a report she had used in the past to track materials expenditure. She has also tracked Cost per Use statistics for Westlaw and Gale Legal Forms among other resources and will provide some numbers at the next meeting. Susan Miles Whitaker made the following motion: For the next few meetings continue to provide old Budget-Expenditure information along with these new numbers and then the committee can recommend which numbers are needed going forward. Judge Nash seconded the motion and the motion passed.

- c. Ms. Rehbaum showed the committee a TV Slide that branches have been asked to include with their slide shows promoting Library events and services. This was created to help spread the word of the Law Library's existence.
- d. Ms. Rehbaum mentioned that the Law Library has a new email address: LawLibrary@hillsboroughcounty.org to assist is with communication with customers. Scripts are being developed to help ensure consistent responses.
- e. There was a brief discussion of future programming and training for Library staff and customers.

Old Business


- a. There was a brief discussion regarding the status 2023 Law Week. Ms. Wagner mentioned in the past the Law Library was offered to the Law Week committee as a place to prep for the event, and that refreshments were provided by the Friends of the Library. Jessica will get an update from Amy regarding Law Week progress.

New Business

- a. New dates were presented for 2023 meetings:
 - a. February 22, 2023
 - b. May 25, 2023
 - c. August 24, 2023
 - d. November 15, 2023
- b. Mr. Schmidt recommended that Amy be provided these dates to ensure she can attend, dates can be adjusted as necessary.

There being no further items to discuss, the meeting was adjourned at 12:40 pm.

The next meeting of the Law Library Advisors will be held on Wednesday, February 22, 2022, at 12:00pm at the Norma J. Wise Room of the Law Library.



Jessica Rehbaum
Ex Officio Secretary to the Law Library Advisors