

MINUTES

Law Library Advisors' Meeting

June 24, 2015

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, June 24, 2015, at 12noon, in the Law Library conference room at 701 E. Twiggs Street. The Advisors present were James Schmidt, Esq. and Susan Miles Whitaker, Esq. Susan Johnson-Velez was absent. Jane Rose, Esq., attending on behalf of Jennie Tarr, Esq. informed the Advisors that the meeting could be held, but no action or votes could be taken until a quorum was met. Judge Christopher Nash arrived at 12:25pm due to a trial over which he was presiding, at which time there was a quorum and the meeting was in compliance with being able to take action and/or vote, as needed. Also in attendance were Thomas Fass, Jane Rose, Esq. Jacqueline Zebos, Margaret Rials, Sheryl Herold, Bill Spradlin and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:15pm and followed the set agenda previously noticed. The Minutes of the last meeting of the Law Library Advisors, dated April 22, 2015, were reviewed and Mr. Schmidt and Ms. Whitaker had no comments or changes to the Minutes as presented. Judge Nash later agreed that the Minutes were acceptable and a motion was made by Judge Nash, seconded by Susan Miles Whitaker, Esq. and unanimously approved to accept the Minutes of the April 22, 2015, Law Library Advisors' meeting with no changes, additions or deletions.

Jane Rose, Esq., updated the Advisors on information on the defunct Law Library Foundation. Ms. Rose stated that she will be contacting the Bank of Tampa (where the funds are located) and perhaps the State to ascertain the best way to close the account. She explained that there would be fines and penalties to bring the Foundation back into compliance if reinstatement was desired. The general consensus was to proceed with dissolving the Foundation.

The Projects and Initiatives of the Law Library were reviewed and Ms. Wise pointed out that the vacant Senior Library Assistant position was being reviewed by Civil Service to be reclassified as a Librarian position which will better suit the needs for the administration of the law library along with being able to promote the law library by holding classes and programs for both attorneys and the general public on different subjects both here and perhaps at some of the other Library branches. The projects and initiatives were reviewed by the Advisors and positive feedback was given concerning the completion of many of the items.

The hours and patron usage statistics were reviewed and discussed for the period of November 2014 through May 2015. As the previous months have shown, the Monday-Thursday evenings between 5 and 7pm, and Friday evenings between 5 and 6pm, had very little traffic - averaging less than two people during April and May 2015. The Advisors discussed different alternatives to the hours, but were not ready to recommend any changes to the hours at this

time. This was due to the fact the law library is still in the early stages of promoting the facility and many new services are being offered. The Advisors did recommend that Library Services offer Westlaw at the John F. Germany Library and/or the Robert W. Saunders, Sr. Library which are both fairly close to the law library's location. Motion was made by Judge Nash, Seconded by Susan Miles Whitaker and unanimously approved to recommend Westlaw be made available at the Germany and Saunders Public Libraries, if funds allowed.

Staff informed the Advisors that the Law Library had a booth at the annual Hillsborough County Neighborhoods convention on May 9, 2015, and was received well by the hundreds in attendance from all over Hillsborough County. The Law Library will also have a "booth" at the September meeting of the Hillsborough County Bar Luncheon. There is also a "Pro Bono Week" October 5-9, 2015, and it was decided to get involved somehow during this celebration of Hillsborough County's Pro Bono attorneys. Judge Nash volunteered to work with the Hillsborough County Bar Association on this, and also for the annual Law Week programs held during the first week of May.

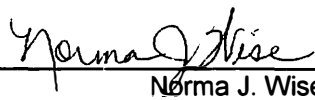
The Westlaw databases statistics (provided by the law library's Thomson-West Representative) for the patron access computer were reviewed and discussed, as requested. The usage trend continues, and although there was a slight decrease for the prior two months the James J. Lunsford Law Library still remains higher by far than the surrounding county law libraries' usage. This information will continue to be provided at each meeting in preparation of renewing the "Patron Access Westlaw" contract which is due for renewal in January 2016.

A review of the FY15 Budget and Expenditures was prepared by Sheryl Herold and presented to the Advisors. Line items were explained, as necessary, and a discussion was held concerning the fact that everything looked good and the law library would end the year within budget.

Information was provided by Jackie Zebos concerning the updating/remodeling plans in progress for the law library facility. There are exciting changes that Library Services has in mind and the projects will be tackled in a priority/budget order.

Upon motion by Susan Miles Whitaker, seconded by Judge Nash and unanimously approved, the meeting was adjourned at 1:30pm.

Due to a conflict with the Advisors Chair's schedule, the next meeting of the Law Library Advisors will be held on September 2, 2015, at 12pm in the Law Library's conference room.

A handwritten signature in cursive script that reads "Norma J. Wise".

Norma J. Wise

Ex Officio Secretary to the Advisors