

MINUTES

Law Library Advisors' Meeting

February 25, 2015

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, February 25, 2015, at 12noon, in the Law Library conference room at 701 E. Twiggs Street. The Advisors present were Judge Christopher Nash, James Schmidt, Esq. and Susan Miles Whitaker, Esq. Susan Johnson Velez attended by telephone conference call. Also in attendance were Thomas Fass, Jennie Tarr, Esq., Andrew Breidenbaugh, Bill Spradlin and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:10pm, and followed the publicized agenda. The Minutes of the last meeting of the Law Library Advisors was presented for any additions or changes. Upon motion by Judge Nash and seconded by Susan Miles Whitaker, it was unanimously approved to accept the Minutes of the December 10, 2014, meeting of the Law Library Advisors, as presented.

James Schmidt opened a discussion concerning the updated *Initiatives of the Law Library*. A brief discussion ensued concerning the main initiatives for staff, and it was decided this format is an excellent way to keep on top of ongoing projects and to keep the Advisors updated on the progress, as well. The Advisors were also informed that the books and materials discussed at the last meeting to be ordered have all been received, and the Law Library is well on the way to bringing the Law Library's holdings up to the American Association of Law Libraries standards as a viable legal research facility.

A discussion took place concerning the Law Library's hours. Judge Nash opened the discussion stating he thought the public might be better served overall if we could reduce some hours and thus save some staffing budget to be used for updating or purchasing more materials. Mrs. Wise presented patron usage data for November and December 2014, and January 2015. The evenings are being covered by alternating schedules of the three existing staff members, and after it was explained that the only extra personnel cost was for a temporary employee on Saturdays it was decided that more data would be better, especially given the recent education on the Law Library via the survey sent to all law firms, in order to make an informed decision concerning any changes to the hours. Judge Nash motioned to review the patron usage data for February and March at the next Advisors' meeting in April, and then to review April and May data at the meeting to be held in June. A decision on the permanent Law Library hours would be made at the June 24, 2015 meeting. The motion was second by Susan Miles Whitaker and passed unanimously.

The current Law Library's fee schedule for self-generated revenues was provided to the Advisors. A discussion concerning the checkout of CDs for Continuing Legal Education (CLE) was held. Staff informed the Advisors of the intent to make more CDs available at not only the Law Library, but possibly at some of the branch public libraries as well. The GIS survey will be used as a tool to decide which library branches will provide this service. In that vein and because the overdue fees were a concern of many of those completing the Florida Bar members' survey it was decided to alter the checkout policy and the overdue fine schedule for the CLE CDs. Beginning February 1, 2015, the CDs may be checked out per set or per CD. The overdue fines would be commensurate with the number of CDs checked out. One CD would be checked out for two days and \$1 per day overdue fines would begin to accrue on the 3rd day after checkout. A set may be checked out for five days with \$1 per CD per day overdue fine would begin to accrue on the 6th day after checkout. For example, if a set a 5 CD set is checked out but not returned within the five days, \$5 per day would be charged beginning on the 6th day (the first day the set would be late). This would be the same ratio for each set depending on the number of CDs in the set being checked out to the maximum (at the moment) of 8 CDs which would be checked out for 5 days and \$8 per day would begin to accrue on the 6th day. After further discussion it was motioned by Judge Nash, seconded by Susan Miles Whitaker, and unanimously approved to submit the updated fee schedule to the Hillsborough County Board of County Commissioners for approval. It was decided later in the meeting to include the Law Library's fees together with the Library Services' annual fee schedule for approval by the BOCC should the Law Library be reorganized under Library Services in the near future.

The Staff reported on the survey done of the members of the Florida Bar who practice in Hillsborough County using SurveyMonkey.com. There were 425 responses out of 5,823 sent, which is approximately 7%. It was determined that this is a good response on which to make future decisions. Graphs of the responses were prepared by Staff and circulated to the Advisors for their files. It was decided not to make any firm decisions based on this survey until a similar survey is held with the general public. Staff is in the process of preparing the survey and the Advisors will be informed when it goes live. Hopefully, the results of the general public's survey will be available for review at the next meeting of the Advisors on April 22, 2015.

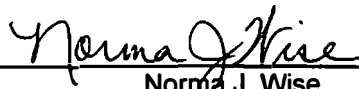
As requested by Judge Nash at the meeting held on December 10, 2014, a breakdown (provided by Thomson/West) of the Westlaw databases used at the "patron access" kiosks, was provided to the Advisors. Mr. Fass also requested the addition of database usage for the other local county law libraries in the Tampa Bay area which was duly included. Due to each law library having different databases, West provided us with the total number of databases accessed for the other libraries, otherwise it would not be a fair comparison. A brief discussion was held concerning the helpfulness of this information when deciding which databases to include in the new patron access contract which is due for renewal in January 2016. The new contract negotiations will likely begin in the fall of 2015.

Next a discussion was held concerning the Law Library becoming an official *special branch* of Library Services. Staff reminded the Advisors that the County Administrator placed the Law Library within the Asset Management & Knowledge Commons Team under County Administration. During the transition from a separate County Agency to a County Department over the past several months the benefits of having the Law Library as a Special Branch of Library Services became apparent. The Law Library will benefit from the sharing of Library Services processes, contracts, administrative support and E-rate, while operating as a special branch at our current location. The dedicated revenue source for the Law Library, separate from the Library Taxing District, allows for proper accounting of expenditures. Also, Ordinance 14-27, which the Board adopted September 4, 2014, will be preserved and the Law Library Advisors will continue to serve in their capacity as outlined in the Ordinance. Upon a motion by Judge Nash, seconded by Susan Miles Whitaker and passed unanimously, the Law Library Advisors fully support Staff's recommendation to make the Law Library a special branch of Hillsborough County's Library Services Department. Mr. Fass informed the Advisors that he would prepare the necessary Administrative Order to take before the Board of County Commissioners.

A final discussion was held concerning the "inactive" Law Library Foundation. Staff will be reviewing the existing Articles of Incorporation, Bylaws and Minutes to decide the best way to handle the reactivation or dissolution of said Foundation.

Upon motion by Susan Miles Whitaker, seconded by Judge Nash, and unanimously approved, the meeting was adjourned at 1:20pm.

The next meeting of the Law Library Advisors is to be held on April 22, 2015, at 12pm in the Law Library's conference room.



Norma J. Wise

Ex Officio Secretary to the Advisors