

MINUTES
Law Library Advisors' Meeting
September 2, 2015

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, September 2, 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, Esq. was absent. Also in attendance were Thomas Fass, Jennie Tarr, Esq., Jane Rose, Esq., Jacqueline Zebos, Margaret Rials, David Wullschleger, Janet Marnatti, Sheryl Herold, Bill Spradlin and Norma Wise. Also, as a guest presenter, Jeff Hunt from Library Interiors of Florida, Inc.

Mr. Schmidt, as Chair, opened the meeting at 12:10pm and followed the set agenda previously noticed. The Minutes of the last meeting of the Law Library Advisors, dated June 24, 2015, the Advisors had no comments or changes to the Minutes as presented. A motion was made by Judge Nash, seconded by Susan Miles Whitaker, Esq. and unanimously approved to accept the Minutes of the June 24, 2015, Law Library Advisors' meeting with no changes, additions or deletions.

Jennie Tarr, Esq. updated the Advisors on the defunct Law Library Foundation. Ms. Tarr informed the Advisors that she had spoken with an outside law firm who does some legal contracting for the County Attorney's Office. After a discussion concerning their recommendation and upon a motion made by Judge Nash and seconded by Susan Miles Whitaker, the Advisors unanimously approved to recommend to the Hillsborough County Board of County Commissioners to pursue a Judicial Administrative Dissolution of the Law Library Foundation, Inc. Any balance of funds after payment of court costs and fees are recommended to go into the Library Services budget for its original intended use of Law Library fixtures and furnishings.

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. A discussion was held concerning whether a newsletter would be a good idea or not. It was decided that Ms. Wise would speak with the Hillsborough County Bar Association about adding particular new information to their monthly e-newsletter. The Advisors were also updated on the public relations projects in progress including the Law Library will have a table display in the courthouse for Pro Bono week during the last week of October 2015. Also, the new Librarian will be undertaking new community outreach programs and planning many in-house programs, as well.

The hours and patron usage statistics were reviewed and discussed for the period of November 2014 through July 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. It was pointed out that the average 9am-5pm patron usage had increased from 40-45 patrons per day at the beginning of 2015 to almost doubling with 80-85 patrons per day through July 2015. This trend appears to be continuing for the regular business hours. The Advisors discussed different alternatives to the hours, but were not ready to commit to making any changes to the hours at this time. At the June 24, 2015, meeting the Advisors requested staff to try to make Westlaw available at the Germany and Saunders Public Libraries. The Advisors were informed that Westlaw had just been installed at the two branches so that at least Westlaw would be available for the times the law library is closed and the public libraries are open.

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. The Advisors requested staff to find out if this information could be broken down by site. Norma informed them that she would check whether or not this could be done with our Westlaw Representative. 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.

Ms. Wise informed the Advisors that a quote has been received from Lexis and provided each with a copy of the proposal. It was discussed and decided that although it would be good to be able to add Lexis to our electronic research holdings, it is just not feasible at this time.


A review of the FY15 Budget and Expenditures was prepared by Sheryl Herold and presented to the Advisors. Line items were explained, as necessary. Ms. Herold noted that the previous reconciliation of the Westlaw accounts had been completed and the Law Library was in good shape for coming within budget for FY15 ending on September 30, 2015.

A presentation was made by Jeff Hunt, Library Interiors of Florida, Inc., who has worked with the public library staff for some time on many of their new and renovation public library projects. He presented an initial draft showing the changes he has been working on with staff. He informed the Advisors that the work could be itemized and done in stages, if necessary, depending on funding. The general consensus was very positive with the design and updated appearance.

Mr. Fass requested that staff provide the Advisors with statistics on CLE usage at each meeting. Norma Wise confirmed that this would be no problem and will begin providing the statistics at the next meeting, October 28, 2015.

The meeting was adjourned at 1:20pm.

The next meeting of the Law Library Advisors will be held on Wednesday, October 28, 2015, at 12pm in the Law Library's conference room.



Norma J. Wise
Ex Officio Secretary to the Advisors