

MINUTES
LAW LIBRARY ADVISORS' MEETING
FEBRUARY 24, 2016

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, February 24, 2016, at 12:00 noon, in the Law Library conference room at 701 E. Twiggs Street. The Advisors present were James Schmidt, Esq., Judge Christopher Nash and Susan Miles Whitaker Esq. Susan Johnson-Velez was absent. Also in attendance were Jennie Tarr, Esq., Margaret Rials, Sheryl Herold, Shab Vakil and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:20pm and followed the set agenda previously noticed. The discussion of the Minutes of the last meeting of the Law Library Advisors, dated December 16, 2015, was tabled until the next meeting on April 27, 2016, due to the fact that only two of the members present at today's meeting were at the December 16th meeting.

Manager's Report

Norma Wise presented her Manager's Report which included the introduction of the Law Library's new Librarian, Shab Vakil.

Statistics on patrons, Westlaw patron databases, and CLE circulation were discussed. The statistics show a continued increase in all areas, and more growth is expected due to the upcoming outreach by Ms. Vakil.

Sheryl Herold provided a copy of the FY16 budget through January 31, 2016. All expenditure line items are well within budget, and Sheryl does not expect any unforeseen circumstances.

Old Business

The Advisors were informed that the defunct Law Library Foundation has now been legally dissolved and the remaining proceeds from the Bank of Tampa account has been deposited into the County funds for use in the renovation of the law library due to take place during 2016.

Norma Wise reported that the new hours of 8am – 5pm, Mondays through Saturdays are working out well. There have been no complaints regarding now closing at 5pm on week day evenings.

The Law Library's renovation was discussed and Margaret Rials informed the Advisors that Jackie Zebos has now made this a priority and there should be some progress made during the first quarter of 2016.

The Advisors were informed that all of the Law Library's books are now cataloged according to Library Services standards and Polaris is being updated within just a few days of new books are being added/deleted.

New Business

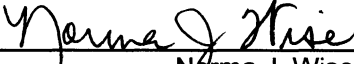
Shab Vakil and Margaret Rials updated the Advisors on upcoming events that have been planned for Law Week which also included an overview of plans for the rest of calendar year 2016.

Library Services has a policy to not charge for local or 800 number faxes. The Law Library has always charged \$1.50 per page. The possibility of dropping the charge for faxes was discussed and Norma provided figures for fax revenue for FY15 which showed the Law Library collected less than \$100 for the year. Therefore, it was moved by Judge Nash, seconded by Susan Miles Whitaker, and passed unanimously:

To suspend any charges for local or 800 number faxes to be in line with Library Services policy. Staff will keep a tally of revenue lost for a period of six months, at which time the policy will again be reviewed.

The meeting was adjourned at 12:50pm.

The next meeting of the Law Library Advisors will be held on Wednesday, April 27, 2016, at 12pm in the Law Library's conference room.



Norma J. Wise
Ex Officio Secretary to the Advisors