

Law Library Advisors' Meeting

Wednesday, April 24, 2019

12:00 Noon

James J. Lunsford Law Library - Conference Room #5

701 E. Twiggs Street

Tampa, FL 33602

AGENDA

- 1. Call to order**
- 2. Roll call**
- 3. Approval of Minutes from the meeting held on February 27, 2019**
- 4. Library Manager's Report**
 - a. Statistics – Overview - Comparison of Year-to-Date for March 2018 and March 2019.**
 - b. Budget-Expenditures Report – Through March 31, 2019 (six months of fiscal year ending 9/30/19)**
- 5. Any Old Business**
 - a. HCBA Law Week – Art Display**
 - b. Programming Statistics – 2017 through 2019**
- 6. Any New Business**
 - a. Any new business?**

Adjournment – Next meeting will be held on Wednesday, June 26, 2019 at 12:00pm

2019 Meeting Dates – All Wednesdays at 12:00pm

**February 27
April 24**

**June 26
August 28**

**October 23
December 11**

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MINUTES
LAW LIBRARY ADVISORS' MEETING
December 12, 2018

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, December 12, 2018, at 12:15 p.m. in the Law Library conference room #5 at 701 E. Twiggs Street. The Advisors present were James Schmidt, Esq., Paige Greenlee, Esq., and Susan Miles Whitaker, Esq. Judge Nash was unable to attend. Also in attendance were Jennie Tarr, Esq. (representing the County Attorney's office), Lisa Wagner and Norma Wise.

James Schmidt, as Chair, opened the meeting at 12:15pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors' Meeting dated October 27, 2018

The Minutes of the meeting of the Law Library Advisors, was discussed. The Advisors pointed out a couple of errors for Ms. Wise to correct. The Advisors decided to not approve the Minutes at this time since only two of the members present had been at the October 27, 2018, meeting. Norma Wise stated that she would make the corrections mentioned and have the Minutes available for approval at the next meeting to be held on February 27, 2019.

Law Library Manager's Report

- a. *Statistics Overview* - Norma Wise presented the Manager's Report updating the Advisors on comparison of October 2017 to October 2018. Norma explained that most statistics are still increasing. The challenge, as has been the case, is getting people to attend our programs and classes. Lisa Wagner stated that it is a system-wide problem, and it is not something that just the law library is experiencing

- b. *Budget-Expenditure Review* - The Law Library's end of FY18 Budget was reviewed by Ms. Wise from a report prepared by Sheryl Herold, Library Services Fiscal staff member. The expenditures were within the limits for FY18.

Old Business

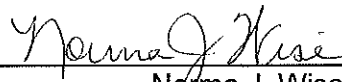
Law Week – Norma Wise has been working with the Law Week Committee of the HCBA to offer the law library's venue and/or help with anything to help make the HCBA's Law Week a success. The Committee Chair has booked our conference rooms for several upcoming meetings to which Norma will attend on behalf of the law library and its Advisors.

New Business

None

There being no further items to discuss, the meeting was adjourned at 12:30pm.

The next meeting of the Law Library Advisors will be held on Wednesday, February 27, 2019, at 12:00pm.



Norma J. Wise

Ex Officio Secretary to the Law Library Advisors

MINUTES
LAW LIBRARY ADVISORS' MEETING
October 24, 2018

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday October 24, 2018, at 12:00 p.m. in the Law Library conference room #5 at 701 E. Twiggs Street. The Advisors present were The Honorable Christopher Nash, James Schmidt, Esq. and Paige Greenlee, Esq. Susan Miles Whitaker, Esq. contacted Norma Wise in advance of this meeting to express her apologies for not being able to attend as she has been sick. Also in attendance were Jennie Tarr, Esq. (representing the County Attorney's office), Lisa Wagner and Norma Wise.

James Schmidt, as Chair, opened the meeting at 12:05pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors' Meeting dated August 22, 2018

The Minutes of the meeting of the Law Library Advisors, dated August 22, 2018, were discussed. The Advisors had no comments or changes to the Minutes as presented. A motion was made by Judge Nash, seconded by James Schmidt and unanimously approved to accept the Minutes of the August 22, 2018, Law Library Advisors' meeting, as presented.

Law Library Manager's Report

- a. *Statistics Overview* - Norma Wise presented the Manager's Report updating the Advisors on comparison of October 2017 to October 2018. Norma explained that most statistics are still increasing, except for programming which remains a challenge. The Advisors complimented the programs and stated the programs sounded very good and very appropriate for the Law Library, we just need to get more exposure. The average number of customers through the door has increased again and now averaging 200 or more people almost every weekday.
- b. *Budget-Expenditure Review* - The Law Library's end of FY18 Budget was reviewed by Ms. Wise from a report prepared by Sheryl Herold, Library Services Fiscal staff member. The expenditures were within the limits for FY18.

Old Business

Judge Nash and James Schmidt have been diligently working with HCBA on getting our programs and classes on their website. Also making sure the law library is included in the HCBA's Law Week preparations.

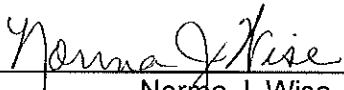
New Business

Donna Barnes, Senior Librarian with the law library, provided information to the Advisors on the Learning Circles classes that will be upcoming in February/March 2019. Learning Circles is a six week program where people join together to learn about a certain subject. In this case the classes will be concerning Business Law for Entrepreneurs. We are hoping for a good turnout for this important program.

Norma Wise informed the Advisors that she attended the annual conference for the Florida State Court and Counties Law Libraries, Assn., on October 11-13 and had been elected President for the 2018/19 year.

There being no further items to discuss, the meeting was adjourned at 12:30pm.

The next meeting of the Law Library Advisors will be held on Wednesday, December 12, 2018, at 12:00pm.



Norma J. Wise

Ex Officio Secretary to the Law Library Advisors