

MINUTES
LAW LIBRARY ADVISORS' MEETING
February 27, 2019

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, February 27, 2019, at 12:07 p.m. in the Law Library conference room #5 at 701 E. Twiggs Street. The Advisors present were Judge Nash, James Schmidt, Esq., Paige Greenlee, Esq., and Susan Miles Whitaker, Esq. 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 12:07pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors' Meeting dated October 24, 2018

The Minutes of the meeting of the Law Library Advisors, was discussed, and the date errors discussed at the December 12, 2018 meeting were corrected, except for one date correction in the first sentence on the second line of the Minutes. Norma expressed her apologies and assured the Advisors this error would be corrected before publishing the Minutes. There being no further discussion on these Minutes, Judge Nash moved and Paige Greenlee seconded the motion to accept the Minutes as presented, except for the error mentioned above. The motion was passed unanimously.

Review and approve the Minutes of the Law Library Advisors' Meeting dated December 12, 2018

The Minutes of the meeting of the Law Library Advisors were reviewed and discussed. There being no discussion on these Minutes, Susan Miles Whitaker moved and Paige Greenlee seconded the motion to accept the Minutes as presented. The motion was passed unanimously

Law Library Manager's Report

- a. *Statistics Overview* - Norma Wise presented the Manager's Report updating the Advisors on comparison of January 2018 and January 2019. Norma explained that she and staff are still highly motivated since most statistics are still increasing or at the least holding their own. The challenge, as has been the case, is getting people to attend our programs and classes. The Advisors discussed a few options for Norma to look into in order to try getting wider exposure. Lisa Wagner stated she would work with the LED Department of Library Services to see if they can help get us any more exposure.

- b. Judge Nash and James Schmidt requested Norma to provide statistics of all classes held at the law library for the last couple of years and include the participation numbers as well. Norma regularly keeps these statistics, so it will be just a matter of copying and distributing at future meetings whenever requested or any Advisor or staff might be interested to see these numbers.
- c. *Budget-Expenditure Review* - The Law Library's first four months of FY19 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 FY19.

Old Business

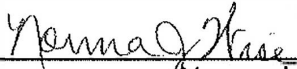
Law Week – The Law Week Committee of the HCBA has agreed to hold the Hillsborough County Schools law week art contest. The artwork has been delivered, and the Committee and other judges will be stopping in to vote on their favorites. Norma has offered the law library for the artwork contest for future years, and this was well-received by the Law Week Committee. They thanked the Law Library Advisors and staff for this generous offer, and they will continue to involve the law library in the years to come.

New Business

Interviews for the librarian vacancy to replace Shab Vakil will be held on Friday, March 1 and Monday, March 4. Two offers for the position had previously been made, but both librarians declined. We are hoping to find someone quickly, as it is affecting staff morale being short one person, making the staff need to work two Saturdays in a row and having one Saturday off. It will also be affecting the planning and running of classes until someone is up to speed.

There being no further items to discuss, the meeting was adjourned at 12:40pm.

The next meeting of the Law Library Advisors will be held on Wednesday, April 24, 2019, at 12:00pm.



Norma J. Wise
Ex Officio Secretary to the Law Library Advisors