

MINUTES
LAW LIBRARY ADVISORS
DECEMBER 10, 2014

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, December 10, 2014, at 12pm, 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 due to a misunderstanding on the date of the meeting. Norma Wise, acted as unofficial Chair until a Chair was designated during this meeting. Also in attendance were Thomas H. Fass, Jennie Tarr, Esq., Andrew Breidenbaugh, Bill Spradlin and Michelle VanDyke all County staff. Timothy Chambers, Local Government Representative for Thomson-Reuters West Publishing, was in attendance to address the West contracts on the Agenda. No members of the public were present.

Mrs. Wise opened the meeting at 12pm and reviewed the Minutes of the initial Advisors' meeting held on October 22, 2014. Upon a motion made by Susan Miles Whitaker, seconded by Judge Nash, the Advisors unanimously approved to accept the Minutes as presented with no changes.

Norma Wise gave the floor to Timothy Chambers, Local Government Representative for Thomson-Reuters West Publishing. Mr. Chambers reviewed the staff Westlaw and print books contracts that had been provided to the Advisors with the Agenda. He gave a history of the Law Library's purchases and answered questions from the Advisors' concerning these contracts and the contract for the patron access Westlaw which will be up for renewal in January 2016. Mr. Chambers was asked by Judge Nash about the databases usage for Westlaw both for staff and patron access computers. Mr. Chambers said that he could provide reports showing which databases have been used and the amount of time spent in those databases. He had a sample with him which he reviewed with the attendees, and the Advisors asked if they could review this type of report regularly at their meetings. Mr. Chambers agreed to provide the reports to staff on a bi-monthly basis for review by the Advisors at their regularly scheduled bi-monthly meetings. Upon a motion made by Susan Miles Whitaker, seconded by Judge Nash, the Advisors unanimously approved to recommend to Hillsborough County Board of County Commissioners to accept the Staff Access Westlaw and the West Complete (print books) contracts.

Mrs. Wise presented the Rules of Order for the Law Library Advisors which were prepared by staff. The Advisors reviewed the document and a discussion was held clarifying some of the items on which the Advisors had questions. Jennie Tarr, explained the importance of having governance documents to any standing committee or group. She also

pointed out that these Rules may be amended by majority vote at any time according to Rule 20. Upon a motion made by Judge Nash to adopt the Rules of Order as presented, with an addition to Rule 3 concerning voting privileges of an Advisor attending a meeting by telephone or video conference, and to amend Rule 21 to fix a scrivener's error. The motion was seconded by Susan Miles Whitaker and unanimously passed. A copy of the amended Rules of Order are attached hereto.

According to Rule 5 of the adopted Rules of Order, the Advisors discussed designating a Chair. After a short discussion James Schmidt, expressed an interest in serving as the Chair for the upcoming year. Upon Judge Nash's nomination for James Schmidt, to serve as the Advisors' Chair for one year, seconded by Susan Miles Whitaker, Mr. Schmidt was duly designated as Chair. At this point Ms. Wise turned the meeting over to James Schmidt, who Chaired the remainder of the meeting.

Mr. Schmidt recognized Michelle VanDyke, Community Relations Coordinator with Hillsborough County Communications and Digital Media Services Department. Ms. VanDyke explained her Department's role with the County and her specific duties concerning the Law Library, as one of her clients. She outlined the ideas she has in mind for social media and advertising capabilities leveraging the Library Services existing Twitter and Facebook pages, as well as other County Departments/Agencies. Michelle VanDyke also asked for input from the Advisors and the other meeting attendees regarding the organizations they represent and how we may utilize some of their advertising to promote the Law Library's programs and initiatives which will positively impact many more citizens of Hillsborough County.

Mr. Schmidt opened the floor to discussion concerning the library material purchases outlined by staff in a document circulated at the meeting. Mrs. Wise answered the Advisors questions concerning these purchases and requested approval from the Advisors to recommend staff be given the authority to spend the amounts budgeted for the Law Library up to the budgeted allowance. Upon a motion by Judge Nash to give the staff authority to spend the budgeted allowance without requiring the Advisors' prior approval of individual purchases was seconded by Susan Miles Whitaker, and passed unanimously.

Mr. Schmidt indicated that time was an issue at this point and decided to read through the Agenda items left to be discussed. He asked that any items not acted upon at this meeting be tabled until the next meeting of the Law Library Advisors. These agenda items are:

1. Update on the Initiatives of the Law Library. A copy of the updated Initiatives was given to the Advisors and will be updated again before the next meeting.

2. GIS Survey of Facilities with Access to Legal Materials – Overlaid with Locations of Attorneys' offices and Public Libraries. A copy of the GIS survey was given to the Advisors for their review.
3. The Florida Bar Members' Survey – Staff advised the Advisors that a survey was being compiled to request information from The Florida Bar members who do business in Hillsborough County concerning the Law Library and the services provided. The Advisors were asked to review this and to make any comments, additions or deletions to Norma Wise by the first week of January. The results of the Survey, if any at that time, will be discussed at the next Advisors' meeting.

In addition to the above three items, Mrs. Wise indicated that the after-hours patron usage of the Law Library will need to be reviewed and the hours of operation adjusted, if necessary. At the time of the next meeting there will be three full months of new data to review. Also, as discussed with the West/Westlaw representative an item will be placed on each meeting's agenda to review the Westlaw databases usage statistics.

The next meeting was confirmed to be Wednesday, February 25, 2015, in the Law Library's conference room. Staff will prepare and distribute the agenda in accordance with Rule 13 of the Rules of Order of the Law Library Advisors.

James Schmidt, as Chair, asked for a motion to adjourn. The motion was made by Judge Nash and seconded by Susan Miles Whitaker to adjourn the meeting at 1:10pm.



Norma J. Wise

Ex Officio Secretary to the Advisors