

MINUTES

Law Library Advisors' Meeting

April 22, 2015

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, April 22, 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 was absent. Also in attendance were Thomas Fass, Jennie Tarr, Esq., Jacqueline Zebos, Margaret Rials, Bill Spradlin and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:05pm and followed the set agenda previously noticed. Tom Fass gave an overview of what has transpired since the February meeting concerning the integration of the Law Library into the Library Services Department on March 24, 2015. Mr. Fass introduced Jacqueline Zebos, Library Services Division Manager and Margaret Rials, Library Services Regional Manager. Ms. Zebos spoke briefly concerning Library Services' management's thoughts and goals for the Law Library which coincide with the goals of the Law Library Advisors and staff. The working relationship has started with excellent cooperation and both the Library Services' and Law Library's staffs are both looking forward to a long and mutually beneficial working relationship. It was explained that Norma's Wise's title is now Law Library Manager, and that she would continue to manage the Law Library, the staff, budget and the day to day operations. Margaret Rials is Norma Wise's direct supervisor and Jacqueline Zebos is Margaret's supervisor.

The Projects and Initiatives of the Law Library were reviewed and Ms. Wise pointed out that several items recently had been moved to the "completed" section: including, but not limited to, a Ricoh copier/printer has been installed, a new Westlaw computer has been added and two Learning & Research computers along with two Internet computers are now available for patron access.

The hours and patron usage statistics were reviewed and discussed for February and March, 2015. As the previous months have shown, the Monday-Thursday evenings between 5 and 7pm, and Friday evenings between 5 and 6pm, had very little traffic - averaging 2.3 people. The Advisors confirmed that no decision on the hours would be made until the meeting to be held on June 24, 2015.

The Westlaw databases statistics (provided by WestLaw) for the patron access computer were reviewed and discussed, as requested. The usage remains higher by far than the surrounding county law libraries' usage. This information will be provided at each meeting in preparation of renewing the "Patron Access Westlaw" contract which is due for renewal in January 2016.

The Law Library's Business Plan was provided to the Advisors and reviewed and explained by Tom Fass and Norma Wise. This document will be combined with Library Services Business Plan, but will remain a separate section updated by Ms. Wise, and presented to the Advisors and Mr. Breidenbaugh, Library Services Director, when requested. This document, among other things, is basically a road map of what goals the Law Library intends to accomplish and how to provide funding for those services/programs. There were no questions by the Advisors, and it was accepted as presented.

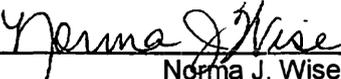
At this time while discussing budgeting and funding, Ms. Zebos requested that the Law Library Advisors be given a current budget/expenditure worksheet at each meeting. Mr. Fass confirmed that this report should be provided to Ms. Wise on a monthly basis by Library Services accounting staff.

Norma Wise presented the Law Library's newly prepared Collection Development Plan to the Advisors. This is an important document in law libraries especially. The standards for law libraries are set by the American Association of Law Libraries and Norma informed the Advisors that by having and following this Collection Development Plan, the James J. Lunsford Law Library will increase its value to the community by providing the most relevant and up-to-date information as is feasible. This document will work hand in hand with the Business Plan in relation to the holdings both in electronic and print format.

Ms. Tarr, Chief Assistant County Attorney, gave a brief overview of the matter of the defunct Law Library Foundation. She requested an item concerning this be put on the next agenda at which time she would have had sufficient time to research the most appropriate way to handle the reactivation or dissolution of the Foundation.

Upon motion by Susan Miles Whitaker, seconded by Judge Nash and unanimously approved, the meeting was adjourned at 1:05pm.

The next meeting of the Law Library Advisors is to be held on June 25, 2015, at 12pm in the Law Library's conference room.



Norma J. Wise
Ex Officio Secretary to the Advisors