

**MINUTES**  
**LAW LIBRARY ADVISORS' MEETING**  
**DECEMBER 16, 2015**

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, December 16, 2015, at 12noon, in the Law Library conference room at 701 E. Twiggs Street. The Advisors present were James Schmidt, Esq., and Susan Miles Whitaker Esq. and Susan Johnson-Velez, Esq. Judge Christopher Nash was absent due to a scheduling conflict. Also in attendance were Thomas Fass, Jennie Tarr, Esq., Jacqueline Zebos, Margaret Rials, Sheryl Herold, Bill Spradlin and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:10pm and followed the set agenda previously noticed. The Minutes of the last meeting of the Law Library Advisors, dated October 28, 2015, were discussed and the Advisors had no comments or changes to the Minutes as presented. A motion was made by Susan Johnson Velez, Esq., seconded by Susan Miles Whitaker, Esq. and unanimously approved to accept the Minutes of the October 28, 2015, Law Library Advisors' meeting with no changes, additions or deletions.

Jennie Tarr, Esq., provided the Advisors with copies of the Petition for the Judicial Dissolution of the defunct Hillsborough County Law Library Foundation, the Hearing for which is scheduled for Thursday, December 17, 2015. The balance of the account held by the Bank of Tampa is \$14,225.60, and we are asking the Court to close that account by way of a Judicial Dissolution and requesting a check made payable to the Hillsborough County Law Library. Such funds will be deposited into the BOCC Accounting string for the Law Library. The monies will then be used towards the renovation project for the Law Library which was its original intended use under the old Foundation.

Jackie Zebos, Division Manager for Library Services, presented the Advisors with information on Library Services' new initiative – 2020 Vision – to "Discover – Engage – Transform" Libraries throughout Hillsborough County. Jackie invited the Law Library Advisors and any interested parties to attend the meetings being held over the next several months at different branches throughout the County. Library Services is looking for input from library users from all walks of life and business to inform them of how and what they would like to see at their libraries in the future.

The Projects and Initiatives of the Law Library were reviewed and Ms. Wise pointed out the progress being made to existing projects and identified new projects and initiatives. One major accomplishment was in the

hiring of the new Librarian. Her name is Shabnam Vakil who comes to us from Houston, Texas. Ms. Vakil has both a J.D. and an M.L.S. degree.

A review of the first two months of FY16 Budget and Expenditures was prepared by Sheryl Herold and presented to the Advisors. Ms. Herold reiterated that due to a last minute change to reallocate some funds for the law library's renovation, the book budget was decreased. Ms. Herold assured the Advisors and staff that she had discussed this with the Budget Department and Andrew Breidenbaugh, Library Services Director, and it was decided that Library Services would make up any difference to cover contractual expenses and new capital book purchases for FY16.

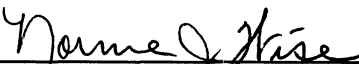
The hours and patron usage statistics were reviewed and discussed for the period of November 2014 through November 2015. As the previous reports have shown, the Monday-Thursday evenings between 5 and 7pm, and Friday evenings between 5 and 6pm, have had very little traffic. As was decided at the October 28, 2015 meeting, as of February 1, 2016, the Law Library's hours will be 8am – 5pm, Mondays through Saturdays. Ms. Wise will continue to keep statistics of usage and present the details at each Advisors' Meeting. The Advisors stressed the need for attorneys to be informed of the new hours and Norma Wise will be working with the Hillsborough County Bar Association to make sure attorneys are notified in a timely manner.

At the September 2, 2015, meeting Mr. Fass asked for statistics to be kept on the number of CLE CDs being circulated. Ms. Wise presented the statistics for the months of September through November 2015.

The Westlaw database statistics (provided by the law library's Thomson-Reuters West Representative) for the patron access computers were reviewed and discussed. The James J. Lunsford Law Library's Westlaw usage still remains higher by far than the surrounding county law libraries.

The meeting was adjourned at 12:50pm.

The next meeting of the Law Library Advisors will be held on Wednesday, February 24, 2016, at 12pm in the Law Library's conference room.

  
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Norma J. Wise  
Ex Officio Secretary to the Advisors