

**MINUTES**  
**LAW LIBRARY ADVISORS' MEETING**  
**May 25, 2023**

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors (“Advisors”) met on Thursday, May 25, 2023, at 12:00 pm in the Norma J. Wise Room at the Law Library 701 E. Twiggs Street. The Advisors present were James Schmidt, Esq., Susan Miles Whitaker, Esq., and Matthew F. Hall also in attendance via TEAMS, Jennifer Mott (on behalf of Ms. Jane Rose), Lisa Wagner, Jessica Rehbaum.

James Schmidt, as Chair, opened the meeting at 12:11 pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors’ Meetings dated February 22, 2023

The Advisors reviewed the Minutes of the meeting of February 2023 and approved as written with no changes. Motion to approve was made by Ms. Susan Miles Whitaker and seconded by Mr. Matthew Hall to accept the minutes as presented. Passed unanimously.

James Schmidt verified that the quorum was met.

Law Library Manager’s Report

- a. *Statistics Overview* – Jessica Rehbaum presented the Manager’s Report updating the Advisors on the April 2022 and April 2023 Law Library and the Budget Expenditure numbers. She also briefly discussed the monthly stats mentioning that new outreach and video tutorial viewing categories have been added to the monthly stats list. For the materials budget Ms. Rehbaum mentioned that the West invoice was paid and that spent most of our budget. The Law Library tries to clump subscriptions from the same vendor together. We are waiting for approval for the new Lexis contract, once that is approved that invoice will be paid and that should spend out most of the budget for the year.
- b. *Projects Completed or in Motion-*
  1. Ms. Rehbaum mentioned the short video tutorial project that Nicole was working on is on hold due to her transferring to a different branch. The project will be picked up again once the new person is on board and has been trained. Ms. Wagner mentioned that the Library System’s focus is to find a good, strong candidate with fluent Spanish language skills, and that Librarian and Supervisory Librarian positions are hard to fill currently throughout the library system so we may need to go one step down to a Library Guide 2, this person will need to have a 4 year college degree to qualify. Mr. Schmidt agreed finding a strong Spanish speaking person to fill the position should be priority.

2. The Law Library has posted a short video tutorial on Gale Legal Forms to the public website, there were already 27 views for the month of April. The Promotions Department is going to try to create a similar video for Westlaw, once that is created it will be posted as well. No ETA on date for completion.
3. The Library system has added Bibliographic records to the library catalog for popular Gale Legal Form searches such as "Power of Attorney", this should increase discoverability of the product for customers and hopefully increase usage.
4. Bill has created a series of emails for library staff that are going out on a weekly basis and receiving positive feedback from staff. Similar emails for the public have begun and will go out monthly. The first public email went out to just over 2,000 customers.
5. Donna continues to work on Research Guides for the public, these guides are also being translated into Spanish. More are being posted as they as they are completed. The most popular research guide Ms. Rehbaum has given to customers is the Eviction guide.
6. Florida Bar CLEs are now located on the Reference Desk so customers can easily see what we have in stock. We are purchasing more copies to accommodate increased circulation. We have also adjusted the settings in the library system software to allow CLEs to go out by Borrow by Mail. We are hoping this will increase circulation overall. Ms. Whitaker asked if the Law Library carried the Annual Family Law CLE. Ms. Rehbaum said the Law Library does not carry all CLE titles and that title did not sound like one the library had and that she would investigate that title.
7. We are refreshing our small circulating collection of Adult Fiction, Nonfiction and Graphic Novels. This will allow customers to have more options to read and checkout when visiting our location.
8. A new rack card and pull up banner were created for outreach and to promote our location and services.
9. The new banner and rack card were used for the May 9 Bar Association Luncheon.
10. Staff are adding Shelf Talkers to sets in our collection to assist pro bono customers. These will give the customer a brief explanation of what the book contains, and encourage customers to take books off the shelves and use them. We are trying to take away some of the intimidation of legal research.
11. We now have a collection of Florida Bar and other assorted law related eBooks on OverDrive/Libby. These books circulate for 21 days and are holdable.

c. New Projects

1. Ms. Rehbaum presented a spreadsheet showing the law related electronic resources other Florida Law Libraries and Public Libraries use. Most libraries that offer legal databases in the state seem to have access to Westlaw and Gale Legal Forms.

2. Law Library Staff did conduct a trial of one of these products: Law Depot from OverDrive/Libby. Ms. Rehbaum provided a sample of the form staff use when evaluating potential products to add. This product would not be able to replace the Westlaw or Gale Legal Forms that we already provide, customers would need to use the product through Libby, and it is set up more like Turbo Tax where it asks the customer questions and fills in a limited set of forms.
3. Ms. Rehbaum discussed a new project where the library would like to spine label our materials and rearrange the collection so new and current materials are at the front of the library and more easily seen by customers. Ms. Wagner mentioned that we are discussing with Library Administration the plan to use Library of Congress Classification to organize the collection, similar to how academic law school libraries are organized. Mr. Schmidt recommended Ms. Rehbaum contact the Stetson Law School to see if she could tour the Law Library located on the Tampa campus.

#### Old Business

- a. There was no old business.

#### New Business

- a) Ms. Whitaker requested that we move the November meeting from November 15 to November 16. Mr. Schmidt requested that Ms. Rehbaum clear the request with Judge Nash before making the change.

There being no further items to discuss, the meeting was adjourned at 12:55 pm. Motion to adjourn was made by Mr. Matthew F. Hall and seconded by Ms. Susan Miles Whitaker.

The next meeting of the Law Library Advisors will be held on Thursday August 24, 2023, at 12:00pm at the Norma J. Wise Room of the Law Library.

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Jessica Rehbaum  
Ex Officio Secretary to the Law Library Advisors