

**MINUTES**  
**LAW LIBRARY ADVISORS' MEETING**  
**August 24, 2023**

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors (“Advisors”) met on Thursday, August 24, 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., the Honorable Christopher Nash, Susan Miles Whitaker, Esq., and Matthew F. Hall. Also in attendance via TEAMS, Ms. Jane Rose, along with Lisa Wagner, Jessica Rehbaum.

James Schmidt, as Chair, opened the meeting at 12:07 pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors’ Meetings dated May 25, 2023

The Advisors reviewed the Minutes of the meeting of May 2023 and approved as written with no changes. Motion to approve was made by Mr. Hall and seconded by Ms. Miles Whitaker 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 July 2022 and July 2023 Law Library usage statistics and the July 2023 Budget Expenditure numbers. She also briefly discussed the monthly stats mentioning the numbers for Circulation of Law eBook Collection was redone to accurately reflect the amount of circulation for those titles. Two new stats were also added to include the number of clicks the new Bay Area Legal Services widget was getting and the total circulation system wide for the CLE Collection. For the materials budget Ms. Rehbaum mentioned the library system was awarded a grant and much of that money was then given to the Law Library. The branch is purchasing many new titles to refresh the collection.
- b. *Projects Completed or in Motion-*
  1. Ms. Rehbaum mentioned we now have a new Library Guide 2. Her name is Claudia, she is fluent in Spanish and is learning all things Law Library. We are very happy to have her assisting us, and she is proving to be a great asset.
  2. Customers are using the circulating law eBooks provided via OverDrive/Libby. A customer even recommended a title for purchase consideration. The library system purchased the title, and it was added to the Law eBook page.

3. With the help of the grant money Hillsborough County Public Library System received we are purchasing materials to refresh our collection.
4. We are ordered book processing supplies and are creating workflows so staff can catalog and process the materials and correctly add existing materials into our catalog.
5. Jessica has contacted Cooley, Stetson and HCC Ybor requesting the opportunity to introduce herself, talk to faculty and students regarding the Lunsford Law Library and drop off new rack cards. Cooley was the only school to respond back thus far. She will continue to try to establish contacts with the other two schools.
6. The Law Library has begun sending law reviews to the bindery to get caught up with the bindery project.
7. We have a new A frame sign out front of the Law Library, we are changing the sign information every 2 weeks to keep the display fresh and advertise our resources.
8. We added a new ADA table to one of the Westlaw terminals to allow customers to stand while using Westlaw, if needed.
9. We have added a new Bay Area Legal Services widget to the Legal Research website and our Web Services team is able to capture usage stats.

c. New Projects or Highlights

1. Ms. Rehbaum presented a brief tour of the HCPLC website, highlighting the location of law related resources and offering a glimpse of the other digital resources HCPLC offers customers.
2. Staff and Public computers have recently been upgraded at the branch.

Old Business

- a. There was no old business.

New Business

- a) A reminder was given that the November meeting was moved from November 15 to November 16.
- b) Mr. Schmidt announced that after this year, he will no longer chair the Law Library Advisors and has contacted the Hillsborough County Bar Association to notify them so the position can be filled. We thanked him for his years of interest and dedication to the Law Library Advisors committee.

There being no further items to discuss, the meeting was adjourned at 12:33 pm. Motion to adjourn was made by the Honorable Judge Nash and seconded by Mr. Hall.

The next meeting of the Law Library Advisors will be held on Thursday November 16, 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