

MINUTES
LAW LIBRARY ADVISORS' MEETING
November 16, 2023

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors (“Advisors”) met on Thursday, November 16, 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, Ms. Jane Rose, along with Lisa Wagner, Jessica Rehbaum.

James Schmidt, as Chair, opened the meeting at 12:13 pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors’ Meetings dated August 24, 2023

The Advisors reviewed the Minutes of the meeting of August 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 October 2022 and October 2023. October 2023 stats were not complete, the meeting occurred a week earlier than usual so not all the stats were posted in time. October 2023 Budget Expenditure numbers were presented. Mr. Schmidt raised a question regarding overages for staff benefits. Ms. Rehbaum was not sure of the reason for this, as it is part of the overall staff salary budget and was outside her knowledge. There was speculation it could be due to insurance rates going up. Next Ms. Rehbaum talked about FY23 monthly usage stats and how this will be our benchmark for determining increases and decreased in future usage. She also showed a Cost per Use update for legal digital resources. In the Cost per Use, usage has been increasing and prices have been lowering with vendor negotiations. Ms. Rehbaum also showed the budget expenditures for FY23 and reminded advisors we did see a bump in our budget due to State Aid assistance at the end of the Fiscal Year which allowed us to purchase new titles. She then showed the new Fiscal Year 2024 usage stats with the October numbers that were available at the time of the meeting.
- b. *Projects Completed or in Motion-*
 1. Ms. Rehbaum provided a list of the titles that have either been purchased, are currently on back order or were not ordered in time for the end of Fiscal. She provided the current wish list of titles we would like to order in the next budget cycle. She welcomes input from

the board and from customers, as she is trying to create a collection that will be of value to the community.

2. Ms. Rehbaum talked about the new arrangement of the law library and will provide a tour at the end of the meeting.
3. She mentioned the Law Library hosted the HCBA Family Law Mentoring Group on Nov. 1 and the program went well. She welcomes more opportunities to talk to the local legal community.
4. A large screen TV on a mobile stand was delivered to the library Nov. 15. This can be used for programming, when the meeting room is booked and for HCPLC slide shows.
5. Ms. Rehbaum mentioned the CLE collection has moved over to the shelves housing our small circulating collection. Customers can check out the materials at our self check out machine, or they can place holds and have items delivered to another Hillsborough County Branch. They can also be delivered via Borrow my Mail.
6. Ms. Rehbaum attended the Florida State, Court & County Law Libraries annual meeting in Panama City, Florida. It was a very good conference, she was able to see Bay County's small law collection, and she states she feels fortunate to be apart of the very special collection we have here.

c. New Projects or Highlights

1. Brief tour of the Law Library was provided.

Old Business

- a. There was no old business.

New Business

- a) Proposed meeting dates for 2024:
 - a. Wednesday, February 28, 2024
 - b. Wednesday, May 29, 2024
 - c. Wednesday, August 21, 2024
 - d. Wednesday, November 13, 2024

There being no further items to discuss, the meeting was adjourned at 12:51 pm. Motion to adjourn was made by Mr. Hall and seconded by Ms. Miles Whitaker, Esq.

The next meeting of the Law Library Advisors will be held on Wednesday, February 28, 2024 at 12:00pm at the Norma J. Wise Room of the Law Library.

Jessica Rehbaum
Ex Officio Secretary to the Law Library Advisors