

MINUTES
LAW LIBRARY ADVISORS' MEETING
February 28, 2024

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors (“Advisors”) met on Wednesday, February 28, 2024, 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 12:11 pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors’ Meetings dated November 16, 2023

The Advisors reviewed the Minutes of the meeting of November 2023 and approved as written with no changes. Motion to approve was made by Ms. Whitaker and seconded by Mr. 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 January 2023 and January 2024. January 2024 Budget Expenditure numbers were presented.
- b. *Projects Completed or in Motion-*
 1. Ms. Rehbaum informed the Advisors that the Library System recently moved the Westlaw terminals from the John F. Germany and Robert Saunders Libraries to the Bloomingdale and Jimmie B. Keel Libraries. The intention is to spread out Westlaw access across the County and locate the access at branches with longer hours and better parking.
 2. Ms. Rehbaum mentioned starting March 1, Hillsborough County residents will also have Westlaw Remote Access. This will provide an additional 2 seats of Westlaw access that customers can use remotely.
 3. Change of Name Research Guide is currently being translated into Spanish and both will be posted to our website when complete. We also just finished a research guide on the Appeal Process and another on How to find Legal Forms. Those will be sent to the translator as well. All will be posted on our website when complete.
 4. We are currently working with IIO to troubleshoot the TV that was delivered to the Law Library. It is having issues showing the Library Services slide show we are trying to post.

5. Ms. Rehbaum provided an update regarding the Lexis Nexis contract. We are trying to verify that we are on track to have the contract before the BOCC for the April meeting.
 6. Ms. Rehbaum reported that our Amazon Wish List order has been placed and new books have begun arriving. Staff are working to get the items cataloged and processed and, on the shelves, as quickly as possible.
- c. New Projects or Highlights
1. Video Tutorial- Law Library staff are working on creating a series of video tutorials regarding legal research. These will eventually be available to the public on our website.
 2. Ms. Rehbaum reported that she recently provided a tour to a current USF Library student. She also reported that the law librarian at the Federal Law Library also stopped by for a visit. He mentioned that Federal Law Libraries were closing, and that he was impressed with the collection we had on our shelves. Mr. Schmidt asked that Ms. Rehbaum contact the librarian again to see if there were any materials that may need to be added to this collection to assist the local federal legal community. She said she would contact him again. He also mentioned that maybe we could create a sign and ask that it be posted at the Federal Courthouse to remind staff and the legal community of our services. She said she would do that as well.
- d. Outreach
1. Ms. Rehbaum reported that staff attended the January Bar Association Luncheon. Mr. Hall stated that the next luncheon will be held May 7th at the Hilton. Ms. Rehbaum will contact the Bar Association to see if we can get another table in the vendor area.
 2. Ms. Rehbaum was finally able to talk with someone on the Law Week Committee regarding the events next week. We were unable to schedule any Law Week Committee meetings at the library. She offered to provide the Law Week Committee with a tour of our facility and if any of the volunteers at Law Week would like to come in for a tour, they are more than welcome. Ms. Rehbaum will go over to the Edgecomb Courthouse next week to give three 5-minute talks to high schoolers on the Library Resources.
 3. Ms. Rehbaum now has a contact with Stetson Law School, some librarians from the school will come to our location for a tour of our facility and Ms. Rehbaum will visit the Gulfport location the following day for a tour of their facility.

Old Business

- a. Mr. Schmidt mentioned that he was getting ready to send out an email to the Tax Law Section for the HCBA regarding the tax law materials we have here at Lunsford. That began a discussion about a "Section Initiative", where emails could go out to each of the HCBA sections that would promote the materials we have that could benefit members of each section. Ms. Rehbaum will begin putting those lists together for the future emails. This conversation led to Mr. Hall mentioning

that perhaps a short 500 word piece could also be added to the Bar Association publication talking about the resources at the Law Library.

New Business

- a) No new business

There being no further items to discuss, the meeting was adjourned at 12:40 pm. Motion to adjourn was made by Ms. Whitaker and seconded by Mr. Hall.

The next meeting of the Law Library Advisors will be held on Wednesday, May 29, 2024, at 12:00pm at the Norma J. Wise Room of the Law Library.

Jessica Rehbaum
Ex Officio Secretary to the Law Library Advisors