

MINUTES OF A MEETING OF THE UNION COUNTY LAW
LIBRARY RESOURCES BOARD HELD ON AUGUST 4, 2009

The Trustees of the Union County Law Library Resources Board held its first meeting on the 4th day of August, 2009, in the Union County Commissioner's Meeting Room, with Trustees Michael J. Grigsby, Richard E. Parrott, David Phillips III, Don Fraser, Tom McCarthy, Perry Parsons and Frank Howard present, together with Monica Overly, the Law Librarian, and Julia Smith, Financial Director of the current Law Library Association present.

Richard Parrott opened the meeting by first appointing Monica Overly as Secretary to take minutes of the meetings. He then introduced each member and discussed the terms of each according to the ORC under which each was appointed and explained that upon expiration each appointment would then be for a 5 year term. The exception to this would be the two Law Library Board of Trustees' Appointees, Mr. Parsons and Mr. Howard whose terms would expire 12/31/2010.

Commissioner McCarthy inquired about his term ending as Commissioner and filling his spot as Trustee; Chair Parrott advised that he had two options: he could complete his term or resign. In which latter case the Commissioners have a duty to replace him ASAP as long as the appointee lives within the county.

Notice was given of Mike Grigsby and Richard Parrott's currently serving on both the Union County Law Library Board Association and the newly formed UCLLRB. At the end of 2009, the UCLLA will cease to exist.

Richard Parrott explained why the new legislation was enacted, due to other Law Libraries not following the Open Door Policy and charging for the use of resources paid for with Public Funds. Ours was not one of these.

The Board unanimously agrees the name of the newly formed board is the Union County Law Library Resources Board.

Mr. Parrott had requested that Prosecutor Phillips look into the need for each member to be sworn in and as the answer was yes, each member swore an Oath of Office.

Also requested of Mr. Phillips in his capacity of Prosecutor, was the need for adopting the Open Meeting Policy required by the State of Ohio Sunshine Law, which is to be posted at the County Office Building and at the Law Library, a copy of which is also attached here.

Discussion was had as to the number of meetings required for the remainder of this year, and it was decided to meet 4 times to adopt a budget, resources for other offices, Policies, and Regulations. Mr. Fraser moved to have the next meeting on the 1st Tuesday at 1 p.m. in October to be held in Room B 14 for recording purposes; Perry Parsons seconded. Motion Carried.

The meetings for 2010 were set at the first Tuesdays in January, April, July and October at 1 p.m.

Mrs. Overly had created a memo to send to each county office requesting an inventory of each resource currently subscribed by said office. Judge Grigsby moved that the Law Librarian send the requests out and Mr. Phillips seconded. Motion carried.

Mr. Parrott briefly went over the Powers and Duties of the Board:

1. Provide Legal Research, reference and library services to the county, and to the municipalities, townships and courts within the county. ORC 307.51(B)

2. Provide services with no charge to Union County, the Municipalities, Townships and Courts. ORC 307.51(D)(2)
3. Manage the coordination, acquisition, and utilization of legal resources. ORC 307.51(B)
4. Approval of purchases by county offices of legal resources as are provided by the law library. ORC 307.51 (G)
Requests from offices for 2010 are solicited.
5. Employ a Law Librarian and set compensation. ORC 307.51(C)
6. ORC 307.51(D)(1) – Board must adopt any necessary rules for its operation and specifically for the following:
 - a. Expenditure of funds that are appropriated for its use pursuant to ORC307.513(B)
 - b. Public access and hours of operation of the law library. ORC 307.51(D)(1)(b)
 - c. Fees for services. ORC 307.51(D)(1)(c)
 - d. The receipt of gifts to the county law library resources fund. ORC 307.51(D)(1)(d)

After consultation with the Union County Auditor's office, Julia Smith and Richard Parrott had prepared a Budget Proposal for 2010 using averages from 2008 and 2009 to date.

REVENUE

Line Item Number	description	estimated at
150-2	Fees	\$ -0-
150-4	Fines from:	
	Clerk of Courts	\$1,200
	Municipal Court	\$4,000
	City of Marysville	\$50,532
	Union County Auditor	\$130,165

150-10	Transfer IN UCLLA	\$85,500
TOTAL RESOURCES		\$271,397

APPROPRIATION

Line Item Number	description	estimated at:
150-1	Salaries	\$ 45,000
150-2	Supplies & Materials	\$ 2,600
150-3	Contract Services	\$106,337
	Gordon Flesch – copier maintenance	
	LexisNexis – electronic research	
	Westlaw – electronic research & book research	
	NetGain – computer repair & Loading	
	Matthew Bender – electronic & book	
	Piper Software Productions	
150-5	Travel, dues, Conference fees	\$ 2,500
150-5-2	other	\$ 16,300
	Misc. book companies – continuing updates	
	Newly developed software	
	Books, Periodicals publications,	
	Magazines, directories,	
	State Audit expense	
150-9	Transfer Out	
150-10-1	OPERS	\$6,146
150-10-2	Medicare	\$ 659
150-10-3	Workers Comp	\$ 8
150-10-4	Insurance	\$10,560
TOTAL APPROPRIATIONS		\$190,110

After discussion of the Budget Proposal, Judge Grigsby moved to submit the Proposal to the Commissioners and to revisit it at the October meeting. Mr. Parsons seconded and the motion was carried.

Judge Fraser would really like an attorney lounge and perhaps that library funds could be used for that. He questioned the justification for the space allocated to the Law Library and suggested getting rid of Reporters and providing more privacy and room to make it friendlier.

Chair Parrott and the Law Librarian made the members of the Board aware of the other services provided such as the poster maker, Notary testing, Parenting Class registration, the binding machine, and the hot and cold laminators, together with providing copier services for users of the Law Library.

Tom McCarthy requested Mrs. Overly log the usage of the library and report back to the Board at the next meeting. Mr. Parrott asked about after hours logging since there are currently several means of entrance: key and key card.

There being no further business, the meeting was moved for adjournment by Frank Howard and seconded by Judge Grigsby.

Chairman

Secretary