

MINUTES OF A MEETING OF THE UNION COUNTY LAW LIBRARY
RESOURCES BOARD HELD ON NOVEMBER 3, 2009

The Trustees of the Union County Law Library Resources Board held its third meeting on the 3rd day of November, 2009, in the Common Pleas Courtroom of the Union County Courthouse, with Chair Richard E. Parrott, Trustees Tom McCarthy, Perry Parsons and Frank Howard present, Assistant Prosecutor sitting in for David Phillips, together with Monica Overly, the Law Librarian, and Julia Smith, Financial Director of the current Law Library Association present, and visitor County Archivist Steve Badenhop.

Richard Parrott opened the meeting by first asking for approval of the minutes from the October meeting. Tom McCarthy moved to do so, Perry Parsons seconded and the Motion carried.

Mrs. Smith gave a brief reporting of the balances in the Law Library checking account of \$89,765.53 and the Diamond Plus Savings Account of \$85,196.56. She expects monthly bills to be \$10,000 to \$12,000 plus reimbursing the County for the Law Librarian's salary in December of \$45,000. She also anticipates income of \$20,000 per month.

Chair Parrott presented Procedures and Policies of Operation for the Board's approval, complete copies of which will be attached:

2009-05 GIFTS – Judge Fraser moved to approve and Commissioner McCarthy seconded. The vote was unanimous and the Motion carried.

2009-6 FEES – Commissioner McCarthy moved to approve the Motion and Perry Parsons seconded and it was carried.

2009-03 HOURS – after discussion and amended phrase, Mr. McCarthy moved to approve the amended policy and Mr. Parsons seconded, the motion was unanimously passed.

2009-04 FUNDS – after discussion on the purchase order process and how bills will be paid, that it takes approximately 2 weeks for PO approval, Frank Howard moved to approve and Judge Fraser seconded; the Motion carried.

Commissioner McCarthy presented an Auditor's Transfer for \$300 to cover the Cleveland ORALL conference expenses attended by the Law Librarian. After discussion on the proper budgetary process and the class attended on proper use of Purchase Orders after the conference by the Librarian, she now understands how it is to work. Judge Fraser moved to accept the transfer and that the Chair review the current Budget and maybe increase the Travel fund to \$5,000 to provide for adequate travel funds and to avoid any future problems. Mr. Parsons seconded the Motion, Commissioner McCarthy abstained and the motion carried by majority vote.

There was discussion on the topic of Personnel and it was decided that no additional staff was needed for the Law Library. When it came to the hiring of Mrs. Monica Overly, the Board moved to go to executive session: Howard - aye. Parrott - aye, Parsons - aye, Fraser - aye, McCarthy - aye. Motion for Executive Session Carried and all others left.

After the recess to executive session, the Board returned to regular session and reconvened with all but Mr. Perry Parsons present.

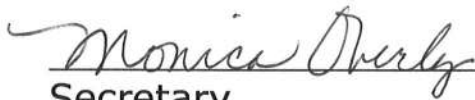
Mrs. Overly reported that the UCLLRB line items are established. The Law Library Association has to meet in order to transfer funds. She presented the Board with a Q & A session from the State Task Force held in October at the OSBA with the State Auditor's rep Desiree Forbes which the questions were gathered at the Cleveland ORALL meeting. Also benefitting from the ORALL meeting was a session on budgets and what can be gained from inventory such as duplications. The Law Librarian plans to survey the Bar on their preferences to cut her budget and save space. Reporting on Contracts, she plans to meet with the Lexis rep before the next meeting with the Chair to negotiate a new contract. She questioned the need for a NetGain contract, whether the county would pick that up. Commissioner Tom McCarthy thinks that the county would pick that contract up.

Since there was no decision made on the hiring of the Law Librarian for 2010 at this meeting, a Special Meeting was called for November 24, 2009 at 1 p.m., the date suggested by Commissioner McCarthy.

There being no further business the meeting was adjourned.



Chairman



Secretary