

MINUTES OF A MEETING OF THE UNION COUNTY LAW LIBRARY
RESOURCES BOARD HELD ON APRIL 6, 2010

The Trustees of the Union County Law Library Resources Board held its second official meeting on the 6th day of April, 2010, in Room B 14 of the Union County Courthouse, with Chair Richard E. Parrott, Trustees Perry Parsons, Rick Rodger, Dorothy Liggett-Pelanda, David Allen, together with Monica Overly, the Law Librarian present. Also present in the audience was Steve Badenhop, County Archivist and records keeper. Commissioner Tom McCarthy appeared at 1:30 p.m.

Richard Parrott opened the meeting by first giving the Oath to the newly appointed members to the Board.

Dorothy Pelanda moved to approve the Minutes from the last meeting Dave Allen seconded, and the Motion carried.

Mrs. Overly reported that the 2010 Budget had been accepted and presented the Auditor's printout from March 31, showing an unencumbered balance of \$103,341.94. She explained that she has had income from fines to date of over \$20,000 and the unencumbered balance doesn't reflect the remaining half of the budgeted amount requested.

Chair Parrott stated that the 2011 budget needed to be filed by July 2010 and requested volunteers to sit on that committee. Mrs. Pelanda said she would agree to be on the committee. An explanation followed on the budget process and of line items and appropriations, and Chair Parrott asked the Law Librarian to assist Ms. Pelanda with the budget.

Mrs. Overly reported that a contract had been signed with Lexis for Computer assisted legal research in February for 25 passwords for governmental entities only at \$902 monthly. She had not received a response from anyone interested in the small attorneys contract so did not continue negotiations. She was requested to obtain a password for Mr. Perry as public defender.

Judge Parrott informed the Board of the upcoming ORALL Conference at Deer Creek and his wish for Mrs. Overly to attend. He asked anyone if they also wished to attend but no one could. He reported the important information she has gained in the past that was helpful for our library from the other law libraries in the state.

Mrs. Overly was asked about departmental requests and responded that she has been paying the Common Pleas and Sheriff's Department Legal Research bills, and had a request from the Prosecutor's office regarding the OH School Law Guide. She asked if she could give them the Library's copy of the set since no one used it, if they would let anyone who requested it go to their office. Mr. Rick Rodger thought that was reasonable. Mrs. Overly has checked the Probate's law library and believes they have reduced their budget by eliminating duplications with the Law Library's content. Mr. Rodger has requested that she inventory the Prosecutor's library when she has time.

Current hours of Law Library operation are 8 – noon and 1 p.m. to 5 p.m. but Chair Parrott asked Mrs. Overly about the use during the early hours. She reported that the fire doors are locked until 8:30 and closed at 4:30 and that she rarely sees any patrons, except attorneys who have 24 hour access, before 9 a.m. It was suggested that her old hours of 9 a.m. to noon and 1 to 4 p.m. be reinstated at the same salary of \$38,060 per year.

The Law Library is in the preparation of making a move to the old employee lounge. The books from the lounge, Rooms B14 and the Federal Room of the Law Library have already been moved to the basement of the 6th Street County offices building. Man power has been provided by Community Service workers. Judge Fraser has said in the past his office may provide pagers to attorneys who were using the Law Library space to meet with clients, having coffee or hanging out before or between court or during a trial. Commissioner McCarthy said there will be metal gate blocking entry to the rest of the Courthouse and attorney's key cards would be reprogrammed to the front entrance and to the side door of the 6th Street building to allow entry.

Mr. Parrott said we were sitting well off financially since we no longer turn money back to the city or county at the years' end and it rolls back into our account, and that we could reasonably pay our own NetGain tech support maintenance contract and offer to pay the cabling bill for the new Law Library space. Mr. Parsons motioned that an offer be made to the commissioners for wiring in both library spaces and Mr. Allen seconded. The Motion was unanimously carried.

Under new business, Steve Badenhop reported that as a county department we were required to have and maintain a records retention schedule or policy. He presented an example of one New York has and the County currently uses, and offered to assist in developing one for the Law Library. Mrs. Overly was ordered to check at the conference April 20 and ORALL to see what other small Law Libraries were doing in this regard.

A visit to the new Law Library locations is planned following adjournment for any members who wish to view the progress and locale.

There being no further business the meeting was adjourned at 1:55 p.m.

Chairman

Secretary