

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

The Trustees of the Union County Law Library Resources Board held its quarterly meeting on the 6th day of July, 2010, in Room B 14 of the Union County Courthouse, with Chair Richard E. Parrott, Trustees Rick Rodger, Dorothy Liggett-Pelanda, Commissioner Tom McCarthy, and Frank Howard together with Monica Overly, the Law Librarian, present beginning at 1:10 p.m.

Dorothy Pelanda moved to approve the April 6, 2010 Minutes from the last meeting Frank Howard seconded, and the Motion carried.

Mrs. Overly updated the Board on the Law Library move to Room B3 being nearly complete and invited them to visit it after the meeting. She also reported on the progress of the Sixth Street Basement area stating that she has new Community Service workers with initiative and willingness to work hard moving the books, erecting the shelving and tables.

The Law Librarian informed the Board of her vision for the Annex of the 6th Street basement as having a confidential area for the attorneys to meet with their clients without being cut off from the Courthouse by providing a paging system that would work through the phone line. She also thought that location would be a perfect area for the attorneys to access the video conferencing with their clients who are incarcerated by providing a private area for that use. A quote obtained from NetGain for a phone drop, computer access, and licensing for the paging system for a cost of \$1,270.88 was provided to the Board members. This total includes installation. The video camera portion is an additional \$401.

Discussion was had on the need and probable use of the Sixth Street location, with Rick Rodger questioning whether there would be a justification in spending the funds for this project. Commissioner McCarthy suggested Mrs. Overly meet with the Common Pleas Judge and building facilities manager to coordinate and discuss the future needs and plans of all. The meeting is to be set up by the Commissioners' office.

Mrs. Overly also had a quote for a fax board for her current printer from Gordon Flesch since she has been using the Common Pleas Court's system. The cost with installation is \$800. She noted that this was a service she thought she could provide to the attorneys for a minimal price. Also presented was the quote of \$188.00 for a monitor to replace one which was "lost" during the move to the 6th St. basement. It has not been located to date. A Motion to purchase the fax board and monitor was made by Tom McCarthy and seconded by Dorothy Pelanda and the Motion carried.

Mrs. Overly also noted that her current laptop has frozen or crashed every time she has used it. The cost of repair as opposed to replacement is prohibitive, and the laptop needs to be replaced. She presented 2 quotes to replace it; one from NetGain-an HP for \$2,298, and a Dell for \$1,530.50 obtained from the County IT department. After discussion, Mrs. Overly was requested by the Board to obtain several more quotes to compare before a decision would be made.

The Law Librarian presented the monthly budget spreadsheet and presented a draft of the 2011 budget to update all on the fiscal position of the UCLLRB. She noted that she would probably need to transfer funds to the Salary line item to cover the hiring of William McCarthy part time while she was on medical leave last spring. Mr. Rodger moved to approve the substitute hiring of Mr. William

McCarthy at \$8.50 per hour for purposes of substituting for Mrs. Overly while on sick leave or at conferences, with Commissioner Tom McCarty abstaining. Frank Howard seconded and the motion carried.

Upon further discussion of the 2011 proposed budget, Mrs. Overly explained that she had increased most line items by 6%, the average cost of legal materials each year, and expected to have at least a \$100,000 carryover. By October there should be a better picture of where the Library is financially and she was requested to show a more accurate budget that would be voted on at the next meeting, before presentation to the Commissioners.

After the Librarian's report from her Spring ORALL conference, a discussion was held by the Board of the necessity of adopting a policy and presented to the office holders, clearly stating under what circumstances and by what procedure the Law Library Board would pay for legal materials for those departments. As a committee of three, Mr. Rodger and Mrs. Pelanda were chosen to develop said policy with the Librarian and have it ready to present at the August Office Holders meeting.

Chair Parrott brought up the fact that Mrs. Overly has designed signs and laminated them for various departments and people in the past, and that a fee should be charged for these services. Mrs. Pelanda moved one fee for all sizes of laminate, \$1, should be charged. Mr. McCarthy seconded the Motion and it was unanimously carried.

There being no further business the meeting was adjourned at 2:40 p.m.

Chairman

Secretary