

UNION COUNTY LAW LIBRARY RESOURCES BOARD

MINUTES OF REGULAR MEETING

SEPTEMBER 11, 2012

A regular meeting of the Trustees of the Union County Law Library Resources Board was held at the Union County Law Library located in the Union County Courthouse, Room B3, at 1:30 p.m. September 11, 2012.

Present were Chair Rick Rodger, Trustees Frank Howard, David Allen, Tom McCarthy, Steven Badenhop, and the Chief Administrator/Law Librarian, Monica Overly.

Chair Rodger called the meeting to order and asked for approval of the last meeting's minutes. Dave Allen moved to accept the Minutes, Tom McCarthy seconded; the Motion passed.

Mrs. Overly presented an itemized list of the expenditures which had been paid from June to September 10, 2012, showing which line item and department it was charged to. The Law Librarian also presented a detailed report of Revenue from fines to date, and a financial spreadsheet showing all income and expenses for each month this year. Trustee Mr. Badenhop moved to ratify all expenses to date, and Dave Allen seconded; the Motion was adopted.

Discussion was had on computer replacements, Mr. McCarthy suggested Mrs. Overly speak with Wade in the IT department and prepare to replace 2 hard drives and software this year, as adequate funds were in the "Equipment" line item and the "Contract Services" line item to fund this expense and plan to purchase two more next year. He suggested she transfer \$3,000 from "Contract Services" to "Equipment". Steve Badenhop seconded and motion carried.

Mrs. Overly informed the Board of the need to transfer funds to the Salary line item to meet year end expenses. There is approximately \$700 left in the State Consortium blanket that would cover this expense. Frank Motioned to transfer this money to the Salary line item, Dave seconded; and Tom abstained. Motion carried.

As the County Auditor requested estimated 2013 revenue, Mrs. Overly reported to the Board that she had provided that to the Auditor and how she had arrived at that number. Chair Rodger asked for volunteers to work with Mrs. Overly on preparing the budget before the next meeting; Trustees McCarthy and Badenhop will meet with the Law Librarian.

Mrs. Overly said she had asked those departments who had requested research items last year, for their 2013 requests and they remained the same. Mr. McCarthy suggested she ask all the County departments again, not just those who had responded last year.

Trustee and Archivist Badenhop presented the updated Records Retention Schedule he had prepared with the current schedule from the Law Librarian, and with the Board's approval would file it with the Commissioners and the Ohio Historical Society. Tom Motioned to approve and Frank seconded. The Motion was unanimously carried.

The next meeting has been set for Tuesday, November 20, 2012 at 1:30 p.m. here in the Law Library.

The Meeting is adjourned.

Chair

Law Librarian