

Union County Law Library Resources Board Minutes

November 25, 2019

Attending: Stephen Badenhop, Law Library Board Chairperson; Tina Owens-Ruff, Law Library Board Trustee Robert Parrott, Law Library Board Trustee; Perry Parsons, Law Library Board Trustee. Stephen Badenhop served as acting secretary for the meeting.

Chairperson Badenhop called the meeting to order at 4:00 p.m. at the Union County Law Library. He noted that the Board had received Cassandra Kampfer's resignation and that it was effective November 8, 2019.

The Board reviewed the minutes from the last meeting, held on July 22, 2019. Robert Parrott moved to approve the minutes. Tina Owens-Ruff seconded, and the motion was approved.

The visitor statistics and notary statistics from January to November were reviewed by the Board with special emphasis on the statistics from July to November when the Board last met for a meeting. Chairperson Badenhop noted that even though the Law Library was no longer a testing and renewal center for notaries the Law Library was still receiving general notary inquires and questions about the new notary process.

The Board reviewed the current 2019 financial overview of receipts and expenditures. Stephen Badenhop stated that the Board was on track to reach its estimated revenue. He also noted that expenses were still exceeding revenues, but noted the trend was better than last year. He went on to explain that the salary expenditure was notably higher since the Board had to employ another person while Mrs. Kampfer was on leave and consequently pay the corresponding fringe benefits of the additional person along with Mrs. Kampfer's vacation payout after her resignation. He also noted that the renegotiated Thomson Reuters Westlaw contract was nearly three thousand dollars less a month, but it had just gone into effect and the Board had yet to realize any savings from the new contract. Finally, he noted that the cash reserves were still in a very healthy condition.

The invoices since the last Law Library Board meeting were reviewed by the Board. Perry Parsons motioned to approve the invoices and Tina Owens-Ruff seconded the motion. The motion was approved.

Stephen Badenhop presented the Board with the proposed 2020 budget, but stated the proposed budget tied directly into the Law Librarian position and that Board should determine what it wanted to do with the Law Librarian position before approving the budget. He recommended that Michael Rucker, who had been filling in for Mrs. Kampfer while she was on leave, be hired to fill the position. He went on to explain that Mr. Rucker had been trained by Mrs. Kampfer before she went on leave and then he had spent some time with her before her last day and that he could transition rather smoothly into the position. He had been retained at

the direction of the Board Chairperson to continue in his temporary capacity after Mrs. Kampfer left. Chairperson Badenhop stated that in conversations with Mr. Rucker he was interest in the position on a part-time basis. It was noted that the position had changed dramatically since Mrs. Kampfer's leave with the elimination of the notary component from the job and that it now had become a part-time position. Stephen stated that he would work with the Human Resources Department in revising the job description.

Discussion proceeded about the appropriate number of weekly hours for the position. Mr. Badenhop recommended 14 to 28 hours per week, while Mr. Parsons thought one day a week would be satisfactory. Mr. Badenhop stated that based on his observations it was a minimum of two days a week position and that some weeks, depending on the book deliveries and other factors, could be more. Mr. Parrott thought that the hours should be at Mr. Badenhop's discretion based on the weekly workload.

Mr. Badenhop also noted that Mr. Rucker in previous years had assisted the Board of Elections in the month prior to the election and that he would like to continue to do so with Board approval. This would mean that Mr. Rucker would be absent from the Law Library for approximately two months next year, which Mr. Badenhop thought would be fine and that everything would be waiting for him when he returned other than him having to come in twice each month to process the invoices for payment and respond to e-mails periodically. The Board agreed to the arrangement, as it would also be a good cost saving measure. Mr. Badenhop stated that he would keep the Law Library open to the public during Mr. Rucker's absence.

Chairperson Badenhop brought up that Mr. Rucker had also been budgeted by the county to perform a maximum of 400 hours' worth of work for the Records Center & Archives. He stated that in conversation with County Commissioners' Budget Officer the Law Library would front the salary and then invoice the County Commissioners for the additional pay at the end of the year if that setup was agreeable to the Board. The Board agreed to this setup and procedure and authorized that the budget be revised to reflect it.

Stephen Badenhop then brought up the pay rate for the Law Librarian. He stated that per the county's classification and compensation plan the Law Librarian's minimum salary should be \$16.28 an hour. He then said per the guidelines established in the plan the rate should go up to the Step A pay rate of \$17.92 an hour after an introductory period. Tina Owens-Ruff stated that Mr. Rucker had already been doing the job for approximately three months, and that instead of revisiting the subject at the next Board meeting, the Board should go ahead and hire him in at the Step A payrate, which everyone agreed.

The Chairperson also brought up that Mr. Rucker would be interested in taking some classwork on Microsoft Word and Excel to improve his skills with those two software applications with Board approval. Mr. Badenhop stated that Mr. Rucker has been able to gain a solid working knowledge of Munis, the Auditor's financial system, and the online card catalog software

systems. He would like to improve, however, upon his working knowledge of those two Microsoft applications. The Board consented to the additional training.

There being no further discussion about the Law Librarian position, Robert Parrott moved that Michael Rucker be hired as the Law Librarian to work 14 to 21 hours a week, based on the workload, with an hourly salary of \$17.92 per hour effective back to November 18, 2019. Perry Parsons seconded, and the motion was approved. Tina Owens-Ruff moved that the revised 2020 budget be approved. Robert Parrott seconded, and the motion was approved.

Chairperson Badenhop stated that his appointment on the Board was expiring at the end of December and that he had requested that the County Commissioners, who appointed him initially to the position, reappoint him to another five-year term.

Mr. Badenhop then presented the Board with a policy for the "Rules of Public Notice for Regular, Special and Emergency Meetings of the Union County Law Library Resources Board." He stated that this policy was developed in compliance with Ohio Revised Code section 121.22(F). The code required every public body to adopt rules establishing reasonable methods for the public to determine the time and place of all regularly scheduled meetings, and the time, place and purpose of all special meetings. This policy would place the Board in compliance with that code section. He also noted that the State Auditor would be auditing for such policies in the future as stated in Auditor of State Bulletin 2019-003. The board reviewed the policy and Perry Parsons moved to adopt the policy. Tina Owens-Ruff seconded, and the motion was approved.

All current business concluded, Robert Parrott made a motion to adjourn. Tina Owens-Ruff seconded, and the meeting was adjourned.

The next meeting is scheduled for January 27, 2020 at 4:00 p.m. in the Law Library.