

## **Union County Law Library Resources Board Minutes**

**October 26, 2020**

**Attending:** Stephen Badenhop, Law Library Board Chairperson; Tina Owens-Ruff, Law Library Board Trustee; Robert Parrott, Law Library Board Trustee and Michael Rucker, Law Librarian, serving as secretary for the meeting.

Chairperson Badenhop called the meeting to order at 4:00 p.m. at the Union County Law Library.

First order of business was a review of the minutes from the last meeting held January 27, 2020. With no exceptions, a motion was made by Robert Parrott and seconded by Tina Owens-Ruff to approve and the motion passed.

Next order of business was a review of visitor statistics from late January to late October with 211 visits reported. It was noted that the Law Library still gets calls and requests concerning notaries and that those inquiries were directed to the Secretary of State's website. Additional discussion concerned the various activities of the Law Library in the January to October period.

The Law Librarian reported that he had finished placing catalog label markers on all the books in the Law Library. He also reported that the website had been updated with the new hours, that all the current board policies had been placed online and that the meeting minutes, which had not been updated on the site since 2017 had been updated. He also reported that he was currently working on scanning all the older meeting minutes back to 1938 and placing them online as well. Chairperson Badenhop reported that the Law Library had undertaken the project of digitizing the property deed index books from the County Recorder's Office for placement online for the title searchers and attorneys. He said that the many local attorneys were very happy that the books had been placed online. He also noted that other Law Libraries had provided funds to county recorders to digitize their records, but that we had done it in-house at no additional expense.

Next Chairperson Badenhop led a discussion of finances which included a review of monthly bills incurred. A motion to approve the bills was made by Tina Owens-Ruff and seconded by Robert Parrott with the motion passing.

Chairperson Badenhop then introduced a budget proposal for 2021. After discussion a motion was made by Tina Owens-Ruff and seconded by Robert Parrott to approve the proposed budget and the motion was approved. As part of the budget discussion, a salary increase of 3% for the Law Librarian was included in the budget proposal. Robert Parrott made a motion to increase the Law Librarian's salary to \$18.46 per hour for next year commencing on December 28, 2020. The motion was seconded by Tina Owens-Ruff and the motion passed.

The next discussion involved the purchase Ohio Jurisprudence for the Municipal Court. In the absence of a formal request for such a purchase the discussion was tabled for further review. \*

Chairperson Badenhop stated that the annual legal resources requests were not sent out this year. He reported that one of the vendors was closed for a lengthy period, because of COVID and there were questions about whether we could purchase items from them. He also said the current request process needed to be reviewed. Normally, the Law Library sends out a list of resources departments request annually, which is to be reviewed by the department with changes, additions or deletions. He stated that in all the years he could only remember one instance where a department made a change to the annual request. He also said that a few departments never turned the request back in even after repeated requests to do so. He said that normally, departments contact the Law Library for additional resources throughout the year as circumstances, needs and changes occur. He said the current annual request process does not work and that the board members should think about possible changes to the request process.

The next Board meeting is scheduled for Monday, January 25, 2021 at 4:00 p.m. in the Law Library Lobby.

\*In subsequent discussion the Municipal Court withdrew their request due to the costs involved with the purchase.