

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

**August 31, 2022**

**Attending:** Stephen Badenhop, Law Library Board Chairperson; Perry Parsons, Law Library Board Vice-Chairperson, Tina Owens-Ruff, Law Library Board Trustee; Melissa Chase, Law Library Board Trustee and Michael Rucker, Law Librarian and secretary for the meeting.

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

First order of business was the swearing in of Board Member Rebecca Pokorski to fill the vacated term of Robert W. Parrott.

The next order of business was a review of the minutes from the last board meeting held on March 2, 2022. There were no exceptions and a motion was put forward by Perry Parsons and seconded by Tina Owens Ruff to approve the minutes. The motion was unanimously approved.

The Board next heard a report from the Law Librarian which in part dealt with visitor statistics from March 2022 through August 2022 and it was reported that visitors to the Law Library had remained consistent. It was also reported that the Library catalog update had been completed successfully with the addition of volumes provided for the Municipal Court.

Next, Chairperson Badenhop offered a review of the financials and revenues from March 2022 to the present date. It was reported that the financial health of the Law Library was satisfactory and sufficient revenues would be available to carry through to the end of the fiscal year. He then presented for review and discussion of the invoices incurred for March 2022 through August 2022. A motion to approve the invoices was made by Perry Parsons and seconded by Tina Owens Ruff and unanimously approved.

Under old business, it was reported to the Board that the accounting error problem with LexisNexis which had been discussed at the previous meeting had been resolved satisfactorily and a full refund to the Law Library had been made.

Several topics under new business were discussed beginning with the contract renewal with West Publishing. Chairperson Badenhop reported that a contract featuring a five year term would offer the most economical choice with a 4% annual increase as opposed to a shorter term contract that would require a higher percentage annual increase. A motion to accept the contract was made by Melissa Chase and seconded by Tina Owens Ruff and received unanimous approval.

Next some new purchases were under discussion. These included a small number of additional volumes which were agreed upon with a voice approval. Also approved was the purchase of a new chair at the Law Librarian's desk and an additional book cart for the Law Library. It was

then reported that the service contract for the copy machine in the Law Library Lobby was soon to expire and the possibility of replacing the copier was discussed. It was decided to table this decision to a later date.

The last item in new business was preliminary discussion of the Law Library Budget for 2023. Chairperson Badenhop and Librarian Rucker were to have a budget proposal ready for a submission to the board at the next board meeting.

The next meeting of the Law Library Resources Board will be held October 26, 2022 at 4:00 pm.

With the business of the Board concluded, a motion to adjourn was made by Perry Parsons and seconded by Melissa Chase and the meeting was adjourned.