

Minutes of Meeting
Delaware County Law Library Resources Board
January 24, 2020

Present: Board Members Scott Gordon, Dorci Gass-Lower, Jonathan Fulkerson, Maribeth Meluch, and Chuck Curley, Law Library Director, Juli Jones, and Chris Ballard from the Prosecutor's Office.

The meeting was called to order by Scott Gordon at the Delaware County Law Library, 20 West Central Avenue, Delaware, Ohio at 8:01 a.m.

Scott Gordon called for a review of the minutes from the December 6, 2019, meeting of the DCLLRB and for comments and revisions thereto. No changes. Motion was made by Jonathan Fulkerson to accept the December 6, 2019 minutes. The motion was seconded by Chuck Curley and carried by all Board members.

2020 Meeting Dates

Following meeting dates discussed for 2020:

Thursday, March 19, 2020, at 3:00 p.m.

Thursday, May 21, 2020, at 3:00 p.m.

Wednesday, August 26, 2020, at 3:00 p.m.

Thursday, October 1, 2020, at 3:00 p.m.

Thursday December 3, 2020, at 3:00 p.m.

Maribeth Meluch moved to set the meeting dates set forth above. The motion was seconded by Jonathan Fulkerson and carried by all Board members.

Chuck Curley inquired about notice of meeting. Chris Ballard asked if we have a policy. Juli Jones to look into.

Election of Officers

Election of officers was discussed. Maribeth Meluch moved to nominate Scott Gordon as chair, Jonathan Fulkerson as vice-chair, and Dorci Gass-Lower as recording secretary. The motion was seconded by Jonathan Fulkerson and carried by all Board members.

Law Library Bank Account

Juli Jones indicated that we are getting charged an inactivity fee. The signers on the account are all former board members and Judy Maxwell. Bank indicated that needed a signer to change. Judy indicated she would, but thought there needed a resolution

Juli Jones and Maribeth Meluch believe the account should be closed. Unclear why the account would be needed. Juli asked what should we do with the funds in the account.

Chuck Curley moved to approve resolution with changes to reflect account is to be closed and funds to be deposited into law library's account with the county. The motion was seconded by Maribeth Meluch and carried by all Board members.

Fee to use conference room

Discussion was held regarding whether to charge for use of the conference room. Juli Jones checked other facilities in town. Mingo - \$20/hr; CoHatch - \$20-40/hr; Andrews House - \$20-25/hr; Delaware public library – free, for profit, no sales of marketing; Gather – for planning an event.

Scott Gordon asked how often the conference room was being used. Juli Jones indicated about once a month for a deposition or mediation. She indicated she had not run into a situation where more than one person wanted the room at the same time.

Chuck Curley discussed implementing a policy regarding charge if used too much, or abused the facility, or if the library is experiencing a financial shortfall. Scott Gordon stated he hadn't heard a reason for needing to charge. Jonathon Fulkerson indicated the possibility of revisiting issue if use gets out of control or there is abuse in the use of the facility. Board determined not going to charge at this point in time.

Insurance Policy

Chuck Curley indicated that he didn't think we received a copy of the entire policy. He was unsure why indicated General Liability and Auto but no premium listed.

Jonathan Fulkerson asked if the county had a risk management person. Juli Jones indicated they did. Chuck Curley offered that maybe he and Juli could meet with that individual. Determine whether we need policy when county is already covering. Chuck indicated maybe also talk to agent.

Matter tabled until further information is able to be gathered.

Law Librarian

Juli Jones provided chart with surrounding counties with similar revenue or similar population that had full-time law librarian. She indicated the total cost would be \$74k with benefits. Current cost is \$38,800. Represents an additional cost of \$35,725/year,

Jonathan Fulkerson expressed that he thought the county size and continued growth warranted full-time. Indicated that library had the funding. Chuck Curley agreed that full-time was warranted and can justify financially. He indicated that he would like to have an annual review for the librarian,.

Maribeth Meluch moved to increase librarian to 40 hrs/week, and the associated cost, effective February 1, 2020. The motion was seconded by Jonathon Fulkerson and carried by all Board members.

Jonathan Fulkerson suggested an announcement to the bench and bar to let them know that the librarian would be moving to full-time so they know she is available to help more. Chuck Curley added about doing a press release to the Gazette with expanded hours (8-5) and what have to offer. Scott Gordon stated that Juli Jones should prepare a short email and send it to him and he'll send it out to the bar.

Fiscal

Juli Jones indicated that we are receiving checks month after the fact (September check sent in October) but that we aren't being prejudiced by the way receiving funds. She stated that we had more income than expenses in 2019.

Scott Gordon indicated that the Board needs to remember at budget time the decrease in funds coming in, could be a coincidence or is it a trend.

Items too late for agenda

Juli Jones verified contact information of board members.

Chuck Curley mentioned the evaluation of the librarian. Maribeth Meluch stated that she was fine with it, but she doesn't think they are helpful. Discussion was had about need for identifiable metrics; possibility of sending out email for bar (survey monkey) and let them know will be public record. Jonathan Fulkerson indicated that he would look for examples.

Maribeth Meluch moved to adjourn. The motion was seconded by Jonathan Fulkerson and carried by all Board members. Meeting adjourned at 9:17 a.m.

The next meeting of the Board is March 19, 2020.

Respectfully submitted:
Dorci Gass-Lower, Recording Secretary

