Minutes of Meeting

Delaware County Law Library Resources Board

April 29, 2021

Board members present: Scott Gordon, Dorci Gass-Lower, Chuck Curley, Sarah Huffman.

Law Library Director present: Juli Jones.

Also present was Christopher Ballard of the Delaware County Prosecutor’s office.

The meeting was held via Zoom conference and called to order by President Scott Gordon at 3:05 p.m.

Scott Gordon asked for approval of the minutes from the February 18, 2021 meeting. Motion was made by Sarah Huffman to approve the minutes of that meeting The motion was seconded by Dorsi Gass-Lower. All Board members present voted AYE.

Director Juli Jones gave a report on the status of the law library’s move to the Carnegie Building. The process has taken longer than originally expected. All furniture requests made by the library have been approved by the Commissioners. A purchase order for furniture was approved on April 22. The library cannot move until the furniture arrives. Director Jones indicated that this could happen anytime between late May and the end of July.

Board members have previously expressed concern to County Commissioners about the possibility of lawyers’ after-hours access to the library being limited or cut off. Deputy County Administrator Dawn Huston sent to board members earlier today a draft of a policy that discusses after-hours access and the use of library conference rooms. The policy will allow after-hours access for eligible Law Library users. It also discusses expectations for that access, the use of meeting rooms, and safety and security measures. The board expressed its appreciation to the Commissioners for considering its concerns about this. Director Jones will circulate the draft to the Delaware County Bar Association for comment. She will also contact Ms. Huston to discuss some continuing concerns of the board regarding access to conference rooms.

Chuck Curley presented a proposed form for an annual evaluation for the performance of the Director that he and Director Jones have been working on. After discussion, Chuck Curley moved that the board adopt the form for use and conduct an annual evaluation of the Director in September of each year, beginning in September 2021. That motion was seconded by Sarah Huffman. All Board members present voted AYE.

Director Jones advised the board of an upcoming copy machine proposal from a vendor that would apply to all county government units opting to participate. It is anticipated that the library’s copy expenses may decrease under this proposal, but we will need to see the specifics before any decisions can be made.

Director Jones gave a report on the Library’s financial picture so far in 2021 and distributed reports for budget, revenue and expenditures. Actual revenue and expenditures are in line with projections.

Mr. Ballard advised that the statutory exemption for in-person meetings as a result of Covid is currently set to expire effective June 30, 2021.

The board scheduled its next meeting for June 10, 2021 at 3:30 p.m., which will be conducted by Zoom.

Scott Gordon asked if there was any additional business and there was none. He then declared the meeting adjourned at 3:57 p.m.

Respectfully submitted,

W. Charles Curley, Recording Secretary