Minutes of Meeting

Delaware County Law Library Resources Board

September 30, 2021

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

Law Library Director present: Juli Jones.

Also present were Chris Ballard and Beth Fligner of the Delaware County Prosecutor’s office.

The meeting was held in person and was called to order by Chair Scott Gordon at 3:02 p.m.

Scott Gordon welcomed new Board member April Campbell.

Chris Ballard advised the Board that he is in the process of phasing out his duties in the civil section of the Prosecutor’s office and that Beth Fligner will be serving as counsel to the Board going forward. The Board thanked and commended Mr. Ballard for his service.

Scott Gordon called for a review of the minutes from the June 10, 2021 and June 25, 2021 meetings of the Board. No changes. Motion was made by Chuck Curley to accept the minutes. The motion was seconded by Sarah Huffman. All Board members voted AYE.

Director Jones reported that the library moved into its new facility at 101 N. Sandusky St. on September 27 and that the move went smoothly.

With the move to the new facility complete, Director Jones reminded the Board that it needs to finalize the library’s policy for after-hours access and use. The current policy allows authorized users to enter and use the facility with no restrictions on time. Several local attorneys have asked that this policy be continued. The Board has had discussions with the County Commissioners, who have expressed that there should be some time restrictions on use of the new facility since other county agencies are housed in the same building. Sarah Huffman moved to adopt a new “after-hours” policy that would permit authorized users to enter the facility with a key fob while the library is closed to the public except between 12:00 midnight and 6:00 a.m., effective October 1, 2021. The motion was seconded by Dorci Gass-Lower. After discussion, all board members voted AYE.

The Board had voted previously to implement an annual performance review for the Library Director. Board members and submitted individual evaluations to Chair Scott Gordon prior to this meeting. Chair Gordon compiled the responses and collated them into one document, which was presented to the Director at this meeting. Director Jones confirmed receipt of the evaluation and indicated that she was satisfied with the comments of board members and the evaluation.

April Campbell moved that the Board go into executive session for the purpose of discussing compensation of the Director for 2022. Dorci Goss-Lower seconded the motion. All board members voted AYE. Director Jones, Mr. Ballard and Ms. Fligner were excused and left the meeting.

After completing that discussion, the Board came out of executive session and Director Jones, Mr. Ballard and Ms. Fligner rejoined the meeting.

Chuck Curley moved that, effective January 1, 2022, the Director’s salary be increased by 4% to $53,810.64. All board members voted AYE.

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.

Director Jones presented written requests from County agencies (Common Pleas Court, Domestic Relations Court, Probate/Juvenile Court, Municipal Court, the Delaware County Prosecutor and the Delaware County Public Defender) for funding for library and electronic research needs for 2022. Director Jones made specific mention that Nicole Ford of the Prosecutor’s office has done great work persuading various county agencies to consolidate electronic research needs to save money. The Board thanked and commended Ms. Ford for her efforts. Scott Gordon moved to approve each agency’s request for 2022 at 100%. Sarah Huffman seconded that motion. After discussion, all board members voted AYE.

Director Jones presented a proposed budget for 2022. April Campbell moved to approve the budget proposed by the Director. Dorci Gass-Lower seconded the motion. After discussion, all board members voted AYE and commended Director Jones for her work in preparing the proposal.

With the recent resignation of Jonathan Fulkerson from the Board, the Board currently has no Vice-Chair. Scott Gordon moved that Dorci-Gass Lower succeed Jonathan Fulkerson as Vice-Chair. The motion was seconded by Chuck Curley. Dorci-Gass Lower agreed to serve in that position. All board members voted AYE.

Scott Gordon asked if there was any additional business and there was none. He then declared the meeting adjourned at 4:20. p.m. the next scheduled meeting is at 4:00 p.m. on December 16, 2021.

Respectfully submitted:

W. Charles Curley, Recording Secretary