

Minutes of Regular Meeting  
Delaware County Law Library Resources Board  
Meeting July 25, 2024  
4:30 p.m.  
Law Library Conference Room

Board Members Present:

Sarah Huffman, April Campbell, Dorci Gass-Lower, Andrew Wecker.

Law Library Director present:

Judy Maxwell.

Call to Order. Andrew Wecker called the meeting to order at 4:37 p.m.

April Meeting Minutes. Judy Maxwell asked who had taken minutes of the April 25, 2024, meeting. No board member present was responsible for meeting minutes.

Discussion of need for election of new LLRB secretary. A new secretary for the LLRB has yet to be elected. For that reason, Maxwell stated that she would seek to write up the minutes for April, so that those minutes could be reviewed at the next meeting.

July Meeting Minutes. April Campbell agreed to take meeting minutes for the July meeting.

Discussion of the LLRB Revenue Review. Judy Maxwell provided the LLRB Revenue Review to the Board. This report documented the revenue for the LLRB, in its total, by the month of July of each year, from 2019 to 2024. Maxwell reported that revenue is holding steady and noted that there was a notable change. This was an 39.62 % increase by July 2024 from the prior year in that same month. In 2023, by July, there was a 15.15% decrease in revenue collected by the law library.

Discussion of the County budget process for 2025. Judy Maxwell also reported that the County budget 2025 process has begun. The calendar for the County budget shows that budget packets i.e. the "first drafts" for proposed

budgets for each of the different agencies are due to the County by August 30, 2024.

Discussion of LLRB funding for other agencies for 2025. Last year, LLRB allocated funding for 80% of the 2023 budget requests from agencies to the LLRB for funding Books & Periodicals, as well as Online Research needs for the 2024 budget year.

Since those agencies would have to request any supplemental funding for 2025 to the County by August 30, 2024, the board held a discussion about its ability to allocate funding in 2025. That is, the board members discussed the amount LLRB will provide for those agencies for their 2025 budgeting needs, for Books, Periodicals, and Online Research.

The board members discussed the need, prior to any decision, for a more in-depth fiscal review before making that determination. April Campbell moved to delay the decision until the next meeting. Sarah Huffman seconded that motion. All Board Members voted AYE.

Correction for proposed reimbursement for travel . Maxwell provided documentation to correct the proposed reimbursement for the ORALL-C meeting attended by Maxwell on May 2 and 3<sup>rd</sup> of 2024. This correction was due to the mistake of seeking reimbursement for funds for one-way costs, versus round trip. April Campbell moved to correct the proposed reimbursement. Dorci Gass-Lower seconded that motion. All Board Members voted AYE.

Contract extension for Thomson Reuters (West) print contract. Maxwell updated the Board members on Law Library operations. She noted that the Thomson Reuters/West print contract expires on 8/31/24. Maxwell made the decision to no longer subscribe to LaFave search & seizure, despite our previous subscription to it. This is because the library already subscribes to Ohio search & seizure, making the LaFave subscription duplicative.

Maxwell also noted that the Lexis eBook and print contracts were set to expire in December. Maxwell provided documentation from the Client Management account representative from Thomson Reuters, who explained that a five-year contract for the print subscription would result in a 4% over year increase, instead of a 9% increase for a one-year contract. Maxwell asked for authority to negotiate for a 3 rather than 4% overall increase. Dorci Gass-

Lower moved to give Maxwell the authority to negotiate for a 3% percent overall increase for print subscriptions, and to approve a 3 to 4% overall increase for the contract. Andrew Wecker seconded that motion. All Board Members voted AYE.

Report of law library use violation: Maxwell reported that a DBA member was recently suspended from using the Law Library for one month due to a second violation of LLRB rules. That suspension has since expired.

Sarah Huffman and Andrew Wecker declared the meeting adjourned at 5:20 p.m

Respectfully submitted,

April Campbell, Board Member

The next meeting of the LLRB was scheduled for August 21, 2024, at 4:30 p.m. That meeting will be rescheduled for next week.