

Minutes of Regular Meeting
Delaware County Law Library Resources Board
Meeting September 4, 2024
Noon
Law Library Conference Room

Board Members Present:

Scott Gordon, April Campbell, Dorci Gass-Lower, Andrew Wecker.

Law Library Director present:

Judy Maxwell.

Call to Order. Scott Gordon called the meeting to order at noon.

April Meeting Minutes. The Board reviewed meeting minutes for April's meeting, which was held on April 25, 2024. Andrew Wecker moved to approve those minutes. Dorci Gass-Lower seconded that motion. All Board members voted AYE.

July Meeting Minutes. The Board reviewed meeting minutes for July's meeting, which was held on July 25, 2024. Andrew Wecker moved to approve those minutes. Dorci Gass-Lower seconded that motion. All Board members voted AYE.

LLRB Fiscal Reports 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 August of each year, from 2019 to 2024. That review indicated that in August of 2023, the revenue was down by over 10%. In 2024, there was an over 36% increase from the preceding year.

Approval of proposed Budget for 2025. Last year, LLRB allocated funding for 80% of the 2023 budget requests from agencies to the LLRB for funding of Books & Periodicals, as well as Online Research needs for the 2024 budget year. This year, due to increase in LLRB revenue as shown by the Fiscal Reports from August, a discussion was held for the proposed budget for 2025. Notably that budget proposed allocating 100% of the 2023 budget requests from other agencies: this is a 20% increase from 2024 in funding,

resulting in an approval for 92.6% funding of the current ask for 2025. Dorci Gass-Lower moved to approve the 2025 proposed budget. Andrew Wecker seconded that motion. All Board Members voted AYE.

Approval of three-year Contract extension for Thomson Reuters (West) print contract. Maxwell updated the Board members on Thomson Reuters/West print contract, which had just expired. It automatically renews. The contract would automatically renew with a 7% increase. Maxwell explained, however, that the law library could enter a three-year contract for the print subscription would result in a 5% over year increase, rather than 7% for a one-year contract. April Campbell moved to accept the three-year contract with the 5% increase for the contract. Andrew Wecker seconded that motion. All Board Members voted AYE.

Printer for public use: Maxwell reported that the current printer for public use had been purchased in 2015. She also explained that the library would eventually have to repurchase a new printer. Or, Maxwell explained, the library could enter the same contract that the County has for printer services. The estimated cost per page would be .04. Andrew Wecker moved to grant Judy Maxwell the authority to enter the County Contract for printer services. Dorci Gass-Lower seconded that motion. All Board Members voted AYE.

No user violations reported. Maxwell reported that there have been no use of law library premises violations since July's meeting.

Sarah Huffman resigned from the board. Gordon notified the board that Sarah Huffman resigned from the LLRB board. Melissa Schiffel is tasked with appointing a new member.

The Public Defender's office is moving. Maxwell informed the Board that the Public Defender's Office, currently located in the same building as the law library, will be moving.

Scott Gordon declared the meeting adjourned at 1:07 p.m.

Respectfully submitted,

April Campbell, Board Member