

Minutes of Regular Meeting
Delaware County Law Library Resources Board
August 24, 2023

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

Law Library Director present: Judy Maxwell.

Also present was Michael Cavanaugh of the Delaware County Prosecutor's office.

The meeting was held in person and was called to order by Chair Scott Gordon at 4:04 p.m.

Scott Gordon called for a review of the minutes from the meeting of the board on April 20, 2023. Motion was made by Sarah Huffman to accept the minutes. The motion was seconded by April Campbell. All Board members voted AYE.

Fiscal Reports – Director Maxwell gave a report on the Library's financial picture so far in 2023 and distributed reports for budget, revenue and expenditures. Revenue is down approximately 15% for the year, which Director Maxwell reported is consistent with what many other Ohio law libraries are experiencing in 2023. Expenditures are also down, but by a lesser percentage. Because most expenses the library will incur before the end of 2023 are encumbered or governed by contract, there is little the board can do to reduce 2023 expenditures further. The decrease in revenue is significant. If this persists, Director Maxwell advised that the board may have to ask for authority to dip into the library's reserve fund.

Director Maxwell presented a draft budget for 2024 and reported that the library's proposed budget for 2024 must be submitted to the county by the end of this month. There was considerable discussion, particularly about how decreasing revenue may affect future library operations and support for other county agencies. There was general agreement that the projection for revenue in the draft 2024 budget is accurate, that expenditures in the 2024 budget will have to be reduced from 2023, and that some reductions in the draft budget prepared by the Director would be needed. After further discussion, Chuck Curley moved that the Director be authorized to submit to the county a proposed 2024 budget with income as shown in the draft budget but with expenditures shown in the draft budget for Lines 5201-5450 reduced by 70% from what now appears for those expenditure lines. Dorci Gass-Lower seconded the motion. All Board members voted AYE.

Director Maxwell provided two updates on library operations. The prior issue with Westlaw (Westlaw not providing all of the research services it contracted to provide) has been resolved. The Justice Bus is appearing at the library monthly (the first Thursday of each month) and serves an average of 12 people per month.

~~Director Maxwell advised the board that the county commissioners have recently adopted~~

Director Maxwell advised the board that the Delaware County Commissioners have recently made some revisions to sections of the Delaware County Policy Manual dealing with personnel

policies. April Campbell moved to adopt the resolution attached to these minutes. Sarah Huffman seconded the motion. All Board members voted AYE.

~~Sarah Huffman left the meeting. Sarah Huffman seconded the motion. All Board members voted AYE.~~

Because the next scheduled board meeting is only three weeks out and because additional time will be needed to deal with budgetary matters, Scott Gordon moved that the next scheduled meeting of the board be moved to 4:00 p.m. on September 28, 2023. April Campbell seconded the motion. All Board members voted AYE.

Chuck Curley advised the board that he has notified the county commissioners that he does not intend to seek re-appointment to the board when his term ends on December 31, 2023.

Scott Gordon asked if there was any additional business and there was none. He then declared the meeting adjourned at 5:23 p.m.

The next scheduled regular meeting is at 4:00 p.m. on September 28, 2023.

Respectfully submitted,

W. Charles Curley, Recording Secretary