

Minutes of Regular Meeting
Delaware County Law Library Resources Board
December 14, 2023

Board members present: Scott Gordon, Chuck Curley, Sarah Huffman.

Law Library Director present: Judy Maxwell.

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 August 24 2023. Motion was made by Scott Gordon to accept the minutes. The motion was seconded by Sarah Huffman. All Board members voted AYE.

April Campbell entered the meeting at 4:09.

Scott Gordon called for a review of the minutes from the meeting of the board on September 28 2023. Motion was made by Sarah Huffman to accept the minutes as amended. The motion was seconded by Chuck Curley. All Board members voted AYE.

Scott Gordon called for a review of the minutes from the meeting of the board on October 26, 2023. Motion was made by Sarah Huffman to accept the minutes. The motion was seconded by Chuck Curley. All Board members voted AYE.

Director Judy Maxwell gave a report on the library's finances and distributed reports for budget, revenue and expenditures. Library revenue has decreased significantly. Comparing current year-to-date revenue for the comparable period in 2019 (the last pre-Covid year), revenue has decreased by almost 16%.

Because Delaware County did not provide notice to the library of its recommended pay raises for 2024, Director Maxwell asked for authority to work with the county to update the library's payroll budget for 2024. Chuck Curley made a motion to allow Director Maxwell to do that. April Campbell seconded that motion. All Board members voted AYE.

Director Maxwell reported that, in order to pay invoices submitted late by county departments, certain adjustments in the 2023 budget are needed. Scott Gordon made a motion to retroactively approve moving \$8,000 in the 2023 budget from Line 530 (online materials) to Line 520 (printed materials). Sarah Campbell seconded that motion. All Board members voted AYE.

To hopefully avoid future problems with county departments submitting invoices for payment on an untimely basis, April Campbell moved for the adoption of Resolution 23-02. Sarah Huffman seconded that motion. All Board members voted AYE. A signed copy of Resolution 23-02 is attached to these minutes.

The board discussed the process to be used to review current library policies and procedures in 2024. No action was taken.

Scott Gordon moved that the first board meeting for next year be held at 4:30 p.m. on January 16, 2024, with the dates for future 2024 meetings to be scheduled at that time. April Campbell seconded the motion. 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 4:42 p.m.

The next scheduled regular meeting is at 4:30 p.m. on January 16, 2024

Respectfully submitted,

W. Charles Curley, Recording Secretary