

Minutes of Meeting
Delaware County Law Library Resources Board
October 1 and 8, 2020

Present on October 1, 2020: Board Members Scott Gordon, Dorci Gass-Lower, Jonathan Fulkerson, Maribeth Meluch, and Chuck Curley, Law Library Director, Juli Jones, and Chris Ballard and Nicole Ford from the Prosecutor's Office.

The meeting was held via Zoom conference and called to order by Scott Gordon at 3:01 p.m.

Scott Gordon called for a review of the minutes from the September 10, 2020 Special Meeting of the DCLLRB with the County Commissions. Juli Jones indicated that Dorci Gass-Lower's presence was added on the final copy. Scott asked for comments and revisions thereto. No changes. Motion was made by Chuck Curley to accept the minutes. The motion was seconded by Jonathan Fulkerson and carried by all Board members.

Scott Gordon called for a review of the minutes from the August, 2020 meeting of the DCLLRB. Scott asked for comments and revisions thereto. No changes. Motion was made by Jonathan Fulkerson to accept the minutes. The motion was seconded by Chuck Curley and carried by all Board members.

Insurance Memo

Memo provided by Chuck Curley and Juli Jones regarding meeting with Hilborn Agency regarding the library's current insurance policies. Policy provides gap coverage for CORSA policy. Chuck and Juli were unsure whether other county offices have coverage. Jonathan Fulkerson indicated that for the nominal fee it was better to have. The limit of coverage is \$22000 and Chuck indicated that this leaves a large hole as to coverage. Stated needed to talk to Hilborn again. Scott Gordon asked Juli to make inquires as to other agencies as to how handle

Subscription Coverage

Juli Jones indicated that West subscriptions are not able to be canceled until August 2021. Juli provided spreadsheet with recommended subscriptions to cancel. Chuck Curly asked what the total savings would be. Juli stated that canceling all that are recommended would save \$1988.

Scott Gordon asked for clarification for why the subscriptions highlighted in yellow aren't necessary. Juli Jones indicated it was a subscription that was sent to the Board of Elections and had been "standard operating procedure." She reached out to the BOE, but had not received a response.

Juli inquired as to whether the Board voted on cancelations previously. Both Jonathan Fulkerson and Scott Gordon opined that Board doesn't need to vote to cancel a subscription.

The Board discussed the significant cost of the Ohio Jurisprudence subscription. Juli Jones indicated that the library doesn't have it online, just print, because it's a West publication.

However, Lexis has something similar, but not as extensive. Board agreed to cancel subscription.

Fiscal Reports

Juli Jones indicated revenue is not where we would like it to be. Board did receive check from City of Delaware that was not listed.

Budget Requests

Nicole Ford from the Prosecutor's Office presented her office's position regarding request. She emphasized the office was in the middle of negotiating its contract for online research. Prosecutor's office is attempting to bundle plan with common pleas court (general, domestic, probation/juvenile). West indicated that savings should be substantial. Nicole indicated that the request provided to the Board would be accurate if the attempts to bundle the plan don't work. Nicole stated that they looked at Lexis, but court uses West and there are some things that only West has online that prosecutor's office uses.

Common Please General Division request up a little from last year. Chuck Curley stated that the projected amount from this year may be higher than what requested. Juli Jones said that they would have to pay the difference. Juli notified them that they were incurring fees over budgeted amount.

Approval of Policy for Notice of Public Meeting

Chris Ballard indicated that he didn't have any issue with policy.

Maribeth Meluch moved to adjourn. The motion was seconded by Jonathan Fulkerson and carried by all Board members. Meeting adjourned at 4:16 p.m.

The next meeting of the Board is October 8, 2020.

Present on October 8, 2020: Board Members Scott Gordon, Dorci Gass-Lower, Jonathan Fulkerson, and Chuck Curley, Law Library Director, Juli Jones, and Chris Ballard from the Prosecutor's Office.

The meeting was held via conference call and called to order by Scott Gordon at 3:03 p.m.

Matters from October 1, 2020 meeting were continued.

Budget

Juli Jones shared how other libraries were handling reduced income streams: (1) using carryover/safety nets, (2) cutting print, and (3) cutting funding to agencies, not funding as much as previously.

Juli Jones indicated that revenue has been bouncing back, so she used the 2019 numbers for increases. She recognized that the expenses are greater than income. Chuck Curley inquired as to how much the library has in reserve/carryover. Juli stated that the library would likely have to dip into this year, so will be in the \$320,000 range.

Scott Gordon asked how it continues to grow. Juli stated that it was because the library continues to have surplus. For example, in 2019, revenue was \$252,000 and the library spent \$220,000, leaving \$32,000 in surplus.

Juli Jones notified the Board that she'd heard back from West and the contract is not up until May 2021. So, the savings discussed with Ohio Jurisprudence would be ½ of what discussed. Lexis cancelations would save \$2000 by end of year and West would be \$25,000 for half of year.

Scott Gordon laid out four options with respect to budget: (1) use savings to balance and alert commissioners, (2) fund less than 100% of agency requests, (3) consent to cancelation of Ohio Jurisprudence, and (4) some combination of 2 and 3.

Scott Gordon indicated his concern that the Board funds the West contracts for the agencies when the Board made the decision to switch to Lexis for the library to save funds. Scott indicated will save \$16,000 with cancelation of Ohio Jurisprudence, taking expenses down, leaving an \$11,000 deficit. Juli Jones stated that with other cancelations, the saving could be about \$20,000, taking expenses to \$257,000.

Scott Gordon asked if any member objected to increasing 2021 budget income to \$260,000. Chuck Curley indicated that this figure was in line with 2018 and 2019 figures, which he didn't think could be justified.

Scott Gordon moved to amend online research from \$83,500 to \$63,500. The motion was seconded by Jonathan Fulkerson and carried by all Board members.

Grants for Computers

Juli Jones stated that it may be a good to have more lab area. Scott Gordon inquired about laptops or other technology (IPad, digital projector). Juli suggested emailing bar to see what could use and will look into applying in Spring.

Law Librarian Performance Review

Juli Jones indicated that no written form has been used. Chuck Curley said he had brought this up previously. He's in favor. Scott Gordon thought would be good to have. Chuck suggested developing a form with criteria to evaluate Juli by. Also discussed inquiring of other law libraries to find if they have form to evaluate, which Juli indicated she would look into.

Building Needs

Scott Gordon expressed his hope that everything was ok with the email he sent to the bar association and inquired if anything else needed to be included. Juli Jones agreed with 24/7 access and conference room, either specifically for library or shared equally with another agency.

Jonathon Fulkerson thought expressing thoughts to Commissioners in a letter would be a good idea. Scott Gordon said he would be happy to draft a letter.

Juli Jones asked if Board members wanted to tour the renovated courthouse. Scott Gordon said only if going to be there.

Scott Gordon raised issue about whether "library services" include a conference room. Chris Ballard stated quick searches did not reveal a legal definition, but he will look over some more and see what may find.

Insurance Memo

Chuck Curley clarified that \$22,000 limit was a typo.

Approval of Policy for Notice of Public Meeting

Chuck Curley inquired whether updated notice was consistent with the law. Chris Ballard indicated it was.

Jonathan Fulkerson moved to approve amended policy for notice of public meeting. The motion was seconded by Chuck Curley and carried by all Board members.

Dorci Gass-Lower moved to adjourn. The motion was seconded by Chuck Curly and carried by all Board members. Meeting adjourned at 4:21 p.m.

The next meeting of the Board is December 3, 2020.

Respectfully submitted:
Dorci Gass-Lower, Recording Secretary