

***Minutes of the Meeting of the
Consortium of County Law Library Resources Boards
May 19, 2015, 10:00 a.m.
Ohio Supreme Court Law Library, Columbus, Ohio***

The Consortium of County Law Library Resources Boards (hereinafter "Consortium") held a meeting on Tuesday, May 19, 2015 at the Ohio Supreme Court Law Library in Columbus, Ohio. The following Board Members were in attendance: Chair Judge Charles Schneider; Vice-Chair George Baker; Ken Kozlowski; Secretary Kathleen M. Dugan; and John Leutz (arrived at 10:25). Also in attendance were: Executive Director Judy Maxwell; Associate Assistant Attorney General Angela Sullivan; Assistant Section Chief Jennifer Croskey from the Ohio Attorney General's office; and Angela Baldree. Advisory Board member Dick Baker participated by telephone, and the following County Law Librarians participated by telephone: Mary Jenkins; Bill Weiss; Ron Vest; Ardis Stein; Joe Hodnicki; Sue Behnfeldt; Juanita Henniger; Kendel Croston; and Erin Bartle.

Judge Schneider convened the meeting at 10:14 a.m. and called for approval of the May 8, 2015 Minutes. Ken Kozlowski made a motion to approve these Minutes, George Baker seconded the motion, and it was unanimously approved by the 4 Board members present.

Judge Schneider then asked the Board to consider Agenda Item No. 4 on fiscal matters next and described the 2 possible book proposals the Board discussed at the last meeting. He noted that that the Board still has outstanding grants to fund, as well as other invoices and bills. Judy Maxwell apologized for not having more current numbers at the last meeting and indicated that she will provide quarterly cash projections in the future to give everyone a better understanding of the Board's financial status. Judge Schneider suggested that the Board needs monthly financial reports to keep abreast of fund balances.

Board members then considered a spreadsheet of current projected expenses and discussed various proposals to remain fiscally responsible, fulfill statutory responsibilities, and meet outstanding obligations and commitments for Lexis books, Ohio Jury Instructions (hereinafter "OJI"), and LibraryWorld. Jennifer Croskey stated that the Board has to have sufficient funds to meet its fiscal commitments, and Judge Schneider suggested that the Board could ask the state auditor for advice. Angela Baldree mentioned that cancelling the Lexis book contract would cause both county law libraries and their county agencies to lose substantial discounts.

John Leutz arrived at this time (10:25 a.m.), and Judy Maxwell noted that she previously tendered John Leutz's reappointment letter to Kathleen M. Dugan.

After further discussion was held about book shipment dates, Kathleen M. Dugan suggested that the Board should do the least harm. She also noted that the Planning Meeting in May showed that book purchases were important to Ohio county law libraries. Angela Baldree indicated that she was confident LibraryWorld would coordinate its billing cycle with the Consortium and OJI could be renegotiated in 6 months, when every county law library could receive a brand new set. Ken Kozlowski stated that proposed plans could leave the Board with a

positive balance of \$2,500.00. Dick Baker commented that the continuance of all existing commitments except for OJI was a good plan, and no one voiced any objections over the telephone. As a result, John Leutz made a motion to modify the Consortium's spending plan to cancel OJI from Matthew Bender when the current subscription expires in September. Ken Kozlowski seconded the motion, and it was unanimously approved by all 5 Board members. Judge Schneider indicated that once he hears from Angela Baldree about LibraryWorld, he will send a letter about these issues to all county law libraries.

Judge Schneider then reiterated that the Board needs monthly financial reports, and Jennifer Croskey added that these reports should show encumbrances and contractual commitments for the future.

Ken Kozlowski then indicated that there are insufficient appropriations in the budget to cover all of the Board's expenses through the end of the current fiscal year. He recommended seeking \$100,000.00 in additional appropriations to cover grants, the Planning Meeting (including Judge Schweikert's expenses), and other commitments. This was deemed to be merely a budget adjustment for which no vote was required, and no Board member objected.

Judge Schneider then indicated that the book proposal from West Publishing Co. had been rendered moot.

Judge Schneider then commented that he thought the Planning Meeting went well. As he heard comments, the Consortium is doing well, but county law librarians would like more training. George Baker stated that he appreciated the interactive portions of the Planning Meeting where Judge Schweikert solicited input from county law librarians. Judge Schneider then summarized the process by which the Planning Meeting was conducted.

Ken Kozlowski then raised the issue of the pending Administrative Policies that were requested by the Ohio Supreme Court. He stated that he received the following comments from the Court's fiscal officer and incorporated the corresponding changes:

1. Purchase requisitions should be required prior to every purchase; Ken added necessary provisions.
2. Language should be added to show when a contract is necessary, based on an amount; Ken added an attachment and chart to show what is required and who needs to give approval.
3. Language should be added regarding records retention of contracts; Ken added language that the Court will keep the original, and he will keep a signed copy.
4. Forms should be made available; Ken will send them to Angela Baldree to post to the web site.
5. Language for Board meetings should address food with a minimum number of attendees required; Ken added quorum language.
6. Language needs to be added about dollar amounts for purchases; Ken added figures.
7. Language for Planning Meetings should address food with a minimum number of attendees; Ken added 3 Board members and 7 non-Board attendees.

John Leutz made a motion to approve the foregoing changes to the Administrative Policies, George Baker seconded the motion, and it was unanimously approved by all 5 Board members.

Judge Schneider next asked Judy Maxwell about the status of the Board's 3 Memoranda of Understanding (hereinafter "MOUs") with county law libraries. Mrs. Maxwell indicated that each library has been asked to revise their hourly rates and submit a new proposal to the Board. Jennifer Croskey stated that \$25,000.00 is the general threshold for competitive bidding, but since the Board is under the aegis of the Ohio Supreme Court, that rule may not apply. Kathleen M. Dugan asked if there were any exemptions from competitive bidding requirements, and she and Mrs. Maxwell suggested simply amending/extending the MOUs, which were originally competitively bid, at the current rates if the libraries involved are agreeable. As a result, Ms. Dugan moved to extend the 3 MOUs at current rates through the end of 2015. George Baker seconded the motion, and it was unanimously approved by all 5 Board members.

Judy Maxwell then inquired about the status of the current MOU with the Ohio Supreme Court, same which expires at the end of June 2015. Jennifer Croskey indicated that the new chief legal counsel at the Attorney General's office has some questions about grant language therein, although the Board's statutory authority permits the awarding of grants. Ken Kozlowski added that the MOU has passed 2 audits. Jennifer Croskey indicated that this will continue to be a topic of future discussion with the new legal counsel. George Baker then moved to approve a 2-year MOU with the Ohio Supreme Court. John Leutz seconded the motion, and it was unanimously approved by all 5 Board members.

Ken Kozlowski moved to adjourn the meeting at 11:10 a.m., John Leutz seconded the motion, and it was unanimously approved by all 5 Board members.

Respectfully submitted,

Kathleen M. Dugan, Esq., MLS