

# **Minutes of the Consortium of County Law Library Resources Boards**

**Monday, August 16, 2010**

**11:00 a.m.**

**CCAO Headquarters, Columbus, Ohio**

Judge Charles Schneider convened the 2<sup>nd</sup> meeting of the Consortium at 11:00 a.m. on Monday, August 16, 2010 at the headquarters of the CCAO in Columbus, Ohio. In addition to the Judge, members in attendance included Ken Kozlowski, John Leutz, Mary Jenkins, and Kathleen M. Sasala. Guests included George Baker, Angela Baldree, Keith Blough, J. Desiree Forbes, and Judge James A. Shriver.

As the first order of business, the Judge asked Ms. Forbes, Assistant Chief Legal Counsel, Ohio Auditor of State, to make a presentation. Ms. Forbes indicated that she was not sure whether the Consortium was under another state agency, but she thought the entity might be free-standing. She indicated that the answer to this question would affect the Consortium's relationship with the state Office of Budget & Management ("OBM") and the extent to which the Consortium is required to process its own expenditures through the OAKS system. She suggested immediately writing a letter to the OBM Director requesting the assistance of a dedicated budget analyst to answer questions and help the Consortium get set up. Judge Schneider indicated he would write the letter following the meeting.

Ms. Forbes then indicated that the Consortium needs to address access to the dues it will begin collecting in 2011. She stated that no invoice is required before each County Treasurer is required to remit 2% of a CLLRB's prior year's fines and penalties to the Consortium's state fund, but a reminder letter to each Treasurer would be appropriate. Both Judge Schneider and John Leutz volunteered to help send these letters out. Ms. Forbes also indicated that OBM provides personnel services to hire staff if the Consortium makes this decision. She further indicated that the Consortium needs to become part of the State's 2012-13 biennial budget, but in response to Judge Shriver's questions, she was not sure if the State Legislature would have oversight or pre-approval authority over Consortium expenditures and contracts. She said this may depend on the state of the General Revenue Fund, and a legal opinion may need to be obtained. She indicated that OBM's analyst, the state Department of Administrative Services and/or the State Controlling Board may be able to help answer these questions. Ms. Forbes then indicated that if the Consortium is under another state entity, it will be audited with that umbrella entity; if it is free-standing, it will be separately audited and billed.

In response to John Leutz's question, Ms. Forbes indicated that she would find out whether an Assistant Attorney General will be assigned to the Consortium. Judge Schneider also indicated that he will send a letter following the meeting. Ms. Forbes indicated that the Attorney General would serve as the Consortium's sole attorney if the entity is free-standing. Judge Schneider posited that if the Consortium is free-standing, it could petition the Legislature for a change that would eliminate its autonomy but give it more help and assistance from state agencies. Finally, in response to Mr. Leutz's question, Ms. Forbes indicated that the Consortium needs a records retention schedule. She will find out if the Consortium also needs HB9 public records training.

Ms. Forbes left the meeting, and the Judge turned to the issue of officers. Mr. Leutz nominated

Judge Schneider for the position of Chair, and upon Mr. Leutz's corresponding motion, seconded by Ms. Sasala, the Judge was unanimously elected. Judge Schneider then nominated Mary Jenkins for Vice-Chair, and upon his corresponding motion, seconded by John Leutz, Mary Jenkins was unanimously elected. Finally, Mary Jenkins nominated Kathleen M. Sasala for the position of Secretary/Recorder, and upon Mrs. Jenkins's corresponding motion, seconded by Ken Kozlowski, Ms. Sasala was elected.


The Consortium next addressed its ability to appoint an Advisory Council. Ken Kozlowski made an initial motion to approve Task Force members Angela Baldree, Keith Blough, and Judge James A. Shriver. This motion was seconded by Ms. Sasala and unanimously approved. After reviewing the remaining pool of applicants, John Leutz made a motion, which was seconded by Mary Jenkins and unanimously approved, to approve a slate containing the names of the following four (4) individuals: Galen V. Avery, Jan Ryan Babbit, Richard A. Baker and Susan M. Boland. Finally, Mary Jenkins made a motion to appoint the members of the Advisory Council to two (2)-year terms. This motion was seconded by Ken Kozlowski and unanimously approved. Judge Schneider indicated that he would notify all successful and unsuccessful candidates following the meeting. John Leutz added that Advisory Council members will not take custody of any funds so they will not need to file any state forms.

The Consortium next discussed an electronic survey that Kathleen M. Sasala and Mary Jenkins drafted to send to all county law libraries to determine what print and electronic resources they are purchasing and how much they are paying. After small revisions to the proposed survey instrument, it was agreed that Judge Schneider will send a letter to every county law library, and Mary Jenkins will email her distribution lists to expedite completion by a due date to be established before the next Consortium meeting. It was also agreed that a volunteer group will be created to follow-up on the survey responses regarding books and databases and to ensure that the survey captures representative data from large, medium and small county law libraries, including Athens, Butler, Chillicothe, Cincinnati, Clermont, Cleveland, Columbus, Dayton, Guernsey, Lake, Lucas, Mahoning.

Finally, Judge Shriver asked what type of meeting notice the Consortium is required to give. Ms. Sasala suggested to use the website of the existing Ohio Law Library Consortium ("OLLC") as well as the ORALL and ORALL-C listservs.

The next meeting will be held from 10:00 a.m.-12:00 noon on October 20, 2010 at the McKinley Grand Hotel in Canton, Ohio in conjunction with the 2010 ORALL conference being held there. Agenda items will include: 1) The status of the Consortium as free-standing or otherwise; 2) Retention of Consortium staff (full-time and/or part-time); 3) Transition of the OLLC; and 4) Review of the survey results.

Respectfully submitted,



Kathleen M. Sasala, Esq.