

Minutes of the Consortium of County Law Library Resources Boards
August 4, 2011, 10:00 a.m.
Franklin County Common Pleas Court, Columbus, Ohio

The Consortium of County Law Library Resources Boards held a meeting at 10:00 a.m. on August 4, 2011 at the Franklin County Common Pleas Court in Columbus, Ohio. The following Board Members attended: Judge Charles Schneider, Mary Jenkins, Kenneth Kozlowski, John Leutz, and Kathleen M. Sasala. Advisory Council members in attendance included Judge James A. Shriver, Susan Boland, and Galen Avery. Dick Baker joined by telephone from 10:25-11:45 a.m. Executive Director Angela Baldree was also in attendance, as were Jennifer Croskey and George Baker.

Judge Schneider first called for approval of the June 29, 2011 Minutes. Hearing no objections, the Minutes stood as approved. Judge Schneider then called for approval of the April 13, 2011 Minutes. Hearing no objections, those Minutes also stood as approved.

Judge Schneider next signed the Agreement he received from the Lake County Law Library Resources Board. Judge Schneider then indicated that the proposed Memorandum of Understanding (hereinafter "MOU") with the Ohio Supreme Court is almost ready for signature. As a result, upon motion of John Leutz, seconded by Mary Jenkins, the Board unanimously voted to give Judge Schneider permission to sign the MOU.

Judge Schneider then called for an election of a new Advisory Council member. Upon motion of Mary Jenkins, seconded by Ken Kozlowski, the Board unanimously voted to elect George Baker to replace Angela Baldree on the Advisory Council.

Ken Kozlowski then reported that 73 out of 88 county law library resources boards (hereinafter "CLLRBs") have paid their 2% dues, for a total of \$300,676.18 to date. Judge Schneider indicated that 100% of libraries need to remit their dues, and Angela Baldree indicated that she would follow-up. Ken Kozlowski also raised the issue of a budget for the Consortium, and Jennifer Croskey stated that the Board's funds would have to be appropriated and encumbered. After discussion, it was agreed that Mr. Kozlowski will contact the Supreme Court's fiscal officer and suggest a budget with line items for expenses in the following categories: Grant Services (i.e., staff) with an amount to be estimated; Grant Expenses in the amount of \$5,000.00; Contract Services (e.g., consultants) in the amount of \$25,000.00; possibly Subscriptions in an amount to be determined; and the balance in Unappropriated Funds. Angela Baldree indicated that she thought grant services would initially be paid monthly and then quarterly later in the budget cycle.

Ms. Baldree then reported that she has an email address at the Ohio Supreme Court and a smart phone, the expenses for which will be paid by the Consortium. Ms. Baldree then discussed her goals for 2011 and 2012, as itemized on the attached handout she distributed. She would like

to begin her visits to CLLRBs this September and invited Board members to go with her. She also indicated that Jennifer Croskey found someone to host the Board's website, and it is both user-friendly and customizable. She further indicated that she hopes to be able to demonstrate a prototype at the next meeting. Ms. Baldree will also be creating a letterhead to use in contacting libraries on Consortium business.

The Board then revisited the issue of whether information currently maintained by the Ohio Law Library Consortium (hereinafter "OLLC") would migrate to the Board's new website, but no final resolution was reached as the OLLC will have to vote on the issue. Ms. Baldree also indicated that she created a Quicken program for Board finances that will enable her to provide monthly reports to the Board as well as send invoices to the Board for grant expenses. Ms. Baldree also created a Yahoo Group as a test for communication among CLLRBs, although about 6-7 CLLRBs still do not have email. Discussion ensued about using this versus an email distribution list, but this issue was tabled until the next meeting. Ms. Baldree and Jennifer Croskey will discuss the public vs. private aspects of this issue in the context of Ohio's public records law and provide a report for the Board next time.

Ms. Baldree indicated that she has already had preliminary discussions with both Lexis and Westlaw on behalf of the Consortium, and both vendors offered bulk buying discounts and direct shipments to CLLRBs. Ms. Baldree provided her initial suggestions for titles the Consortium might want to purchase for all or some of Ohio's CLLRBs, and Judge Shriver suggested adding both of the Ohio Revised Code sets and purchasing new releases since title release dates vary. Lexis indicated that it would allow CLLRB's with existing subscriptions to cancel anything the Consortium buys for them, but Ms. Baldree has to follow-up further with Westlaw, especially with regard to Westpacked titles. Jennifer Croskey and Ms. Baldree will also check state contract pricing to ensure that the Consortium gets lower prices. Judge Schneider suggesting spending no more than \$100,000.00 on outright Consortium purchases for CLLRBs this year. John Leutz suggested that the Consortium should help all county offices buy through the Consortium and consider buying materials for *pro se* patrons since all CLLRBs are open to the public. When Ken Kozlowski reminded everyone that the Board's fiscal year runs from July to July, Ms. Sasala suggested that the Consortium should save some funds for other purchases. Ms. Baldree indicated that she would like to address that in 2012.

Ms. Baldree would like to work on an Interlibrary Loan system for the Consortium so a sub-committee was created that includes Keith Blough, George Baker, and Kathleen M. Sasala. Another sub-committee composed of Mary Jenkins and Susan Boland was created to help Ms. Baldree create guidelines for grant opportunities to CLLRBs. The Board also discussed creating another sub-committee at the next meeting to help Ms. Baldree with vendor negotiations in 2012. The Board asked Jennifer Croskey to research whether the Board can hire Consortium Board or Advisory Council members to help her.

The next Board meeting was tentatively scheduled for 3-5:00 p.m. on Wednesday, October 19, 2011 in conjunction with the annual meeting of the Ohio Regional Association of

Law Libraries (hereinafter "ORALL") to be held in Cincinnati. Ms. Baldree will arrange teleconference capabilities. Upon motion of John Leutz, seconded by Judge Schneider, the Board unanimously voted to approve the expenditure of funds for space, technology, and refreshments at the October meeting, subject to approval of legal counsel. Jennifer Croskey will research whether the Consortium can sponsor an event at ORALL, donate money for a meeting, or pay the attendance fees of members of the Consortium Board and/or Advisory Council. All CLLRBs will be invited to attend the October meeting, and the agenda will include an open forum for questions. John Leutz also asked that the next meeting agenda address whether the State Auditor should be asked to test for CLLRB approval of county legal resource purchases.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathleen M. Sasala".

Kathleen M. Sasala, Esq., Secretary

**Statewide Consortium of Ohio County Law Library Resources Boards
Executive Director's Goals**

2011

- Four district visits
- Create consortium web site
 - started
- Establish accounting report for finances in order to prepare monthly financial statements to board and membership
 - Started
- Begin to create grant opportunities for law libraries
- Create list serve for all Ohio county law libraries
 - started
- Begin guidelines for interlibrary loan procedures
- Negotiate with West & Lexis for package deal on their Ohio Practice Area treatises
 - contacted
- Work with West to determine why there is such a difference in Ohio Jurisprudence costs
- Attend annual ORALL meeting and schedule a dedicated hour during conference for a consortium meeting
- Present a year-end report to the board and membership on the state of the consortium

2012

- Twelve district visits
- Negotiate with various vendors for online databases
- Make grants available to law libraries
- Implement interlibrary loan procedures
- Attend AALL annual meeting on behalf of the consortium focusing on cooperation and sharing
- Attend ORALL meetings (spring and fall) and schedule a dedicated hour during meetings for consortium meeting
- Investigate cataloging options for the consortium
- Present a year-end report to the board and membership on the state of consortium
- Evaluate the balance of the Consortium of Ohio County Law Library Resources Board's funds to determine future of the fund.

Matthew Bender Practice Materials

Handbooks

- Anderson's Ohio Bankruptcy Handbook \$98
- Anderson's Ohio Civil Laws & Rules Handbook \$128
- Anderson's Ohio Criminal Law Handbook \$50
- Anderson's Ohio Employment Law Handbook \$92
- Anderson's Ohio Family Law Handbook \$78
- Anderson's Ohio Insurance Law Handbook \$83
- Anderson's Ohio Juvenile Law Handbook \$74
- Anderson's Ohio Probate Law Handbook \$89
- Anderson's Ohio Real Estate Law Handbook \$94
- Anderson's Ohio Securities Law and Practice Handbook \$95
- Anderson's Ohio Traffic Law Handbook \$50
- Ohio Criminal Law and Motor Vehicle Handbook \$33
- Ohio Workers' Compensation Law Handbook \$113

Total Cost $\$1077 \times 88 = \$94,776$

Manuals

- Anderson's Ohio Consumer Law Manual \$129
- Anderson's Ohio Creditor's Rights Manual \$108
- Anderson's Ohio Domestic Relations Practice Manual \$133
- Anderson's Ohio Elder Law Practice Manual \$110
- Anderson's Ohio Pretrial Litigation Practice Manual \$98
- Anderson's Ohio Residential Real Estate Practice Manual \$121
- Anderson's Ohio School Finance Manual \$85
- Anderson's Ohio School Law Manual \$121

Total Cost $\$905 \times 88 = \$79,640$