

Minutes of the Consortium of County Law Library Resources Boards
January 12, 2011, 10:00 a.m.
Offices of the County Commissioners Association of Ohio, Columbus, Ohio

The Consortium of County Law Library Resources Boards held a meeting on January 12, 2011 at the offices of the County Commissioners Association of Ohio in Columbus, Ohio. The following Board Members attended in person: Judge Charles Schneider, John Leutz and Kenneth Kozlowski. The following Board members participated by telephone: Mary Jenkins and Kathleen M. Sasala. Advisory Council member Keith Blough attended in person, and Council members Galen Avery, Richard A. Baker, Angela Baldree, and Susan Boland participated by telephone. Guests included Assistant Attorney General Jennifer S. M. Croskey and Linda Hostetler.

As the first order of business, Judge Schneider called for approval of the October 20, 2010 minutes. Hearing no discussion, the Judge stated that those Minutes stand as approved.

The Judge next reported that he is continuing to pursue establishment of a fund for the Consortium through the Ohio Supreme Court. The Court has consented to serve as the Consortium's fiscal agent, and a draft of a Memorandum of Understanding has been prepared. The Judge will also be appearing before the state Controlling Board on or about January 24, 2011 to formalize creation of the fund. Remaining questions still have to be answered about how the Consortium will access the 2% dues each CLLRB will be paying, but the Judge expects the Consortium to be fiscally functional during first quarter 2011. The Judge also indicated that the Supreme Court will provide the Consortium with an address, as well as free use of an office, conference facilities, and all equipment and services (including computer and telephone service), necessary to run the Consortium. Kenneth Kozlowski also offered the assistance of an administrative assistant.

The Judge next indicated that CLLRBs will have to await further information on how their County Treasurers should remit their 2% dues to the Consortium by February 15, 2011. Since no fund has yet been established, there is no addressee or place to send the funds. In addition, he and Jennifer Croskey indicated that, absent an outright refusal to pay, no penalties will apply if counties are forced to pay their 2% late because of administrative delays in establishing the fund. When concrete information become available, the Judge will send a letter to all County Treasurers, in which he will reiterate how to calculate the 2% from 2010 fines and penalties, which he understands excludes both prior year encumbrances and rollovers.

The Judge next indicated that Jennifer Croskey has advised that it would not be incompatible for the Consortium to employ a county law librarian because each CLLRB employs librarians, there is a designated seat on the Consortium Board for a librarian from one of Ohio's CLLRBs, and the boards of the individual CLLRBs and the Consortium are responsible for carrying out their own decisions. Nevertheless, Jennifer Croskey suggested that any county law librarian who seeks employment with the Consortium might want to obtain either a formal or informal opinion on eligibility from the Ohio Ethics Commission.

The Judge then confirmed that the subcommittee previously formed to consider staffing needs for the Consortium includes himself, John Leutz, Jan Babbit, Ken Kozlowski, and Jennifer Croskey. He indicated that they will meet over the next few weeks to define hours of work, duties,

compensation, and benefits for an Executive Director, with the goal of circulating the information to potential applicants soon. Initially, the Judge suggested that the job should be half time with a salary at half the rate of a large law firm librarian, plus a benefits package, including PERS. He would prefer to hire someone with familiarity with library purchasing and contract needs who is also available for Consortium meetings. The Judge indicated that the consensus at the Supreme Court is that a staff member would need to be an employee of the Consortium, as opposed to an independent contractor.

In other business, Mary Jenkins asked whether the Consortium is eligible to purchase through state-term contracts, which other attendees indicated exist with at least West and Lexis. In response, Jennifer Croskey indicated that as a state agency, the Consortium, would be permitted to do so, as would each CLLRB.

Jennifer Croskey then suggested that the Consortium should schedule regular organizational meetings for 2011. In response, the Judge indicated that he would like to retain some flexibility to coordinate meetings with an Executive Director. As a result, Jennifer Croskey indicated that all 2011 meetings of the Consortium will be considered special meetings. She also confirmed that notice must be given of the date, time, place and purpose of all Consortium board and subcommittee meetings and that the current process of posting such notices to the website of the existing Ohio Law Library Consortium is acceptable for now. She further indicated that there must be a physical location for all meetings and that Board members should technically participate in person and can only vote in person. Later in the meeting, Jennifer Croskey indicated that all emails related to Consortium business are public records that should be preserved and not deleted.

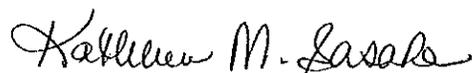
Jennifer Croskey then indicated that although the Consortium could create its own website now, it will eventually have to create an official site. Although Ken Kozlowski offered to create a page on the Supreme Court's site, Jennifer Croskey offered to ascertain the logistics and costs to utilize state resources to create a site. As a result, this issue was tabled until the next meeting.

Mary Jenkins and Kathleen M. Sasala then summarized the Information Resources Committee Report. After thanking everyone for their assistance in preparing the Report, the Judge suggested that the Board should work on bulk discounts and purchases for small libraries with economic difficulty. He will also prepare a letter to share the Report with the CLLRBs, who he hopes will inform the local commissioners. John Leutz commented that the Report is what was envisioned by his organization as part of the legislation creating the CLLRBs and that each CLLRB should address the Report with their commissioners and budget departments.

After a brief discussion about when to schedule the next meeting, the consensus was to coordinate it with the Spring 2011 meeting of the Ohio Regional Association of Law Libraries County Special Interest Group.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,


Kathleen M. Sasala, Esq., Secretary