

Minutes of the Consortium of County Law Library Resources Boards
Wednesday, October 20, 2010
10:00 a.m. at the McKinley Grand Hotel, Canton, Ohio

Chair Judge Charles Schneider convened the meeting of the Consortium of County Law Library Resources Boards at 10:10 a.m. In addition to the Judge, members in attendance included Vice-Chair Mary Jenkins, Ken Kozlowski, John Leutz, and Kathleen M. Sasala. Advisory Council members Angela Baldree, Jan Ryan Babbit, and Keith Blough participated in person, while Judge Shriver, Galen Avery, and Susan Boland participated by telephone. The only guest was Assistant Attorney General Jennifer S. M. Croskey.

As the first order of business, Mary Jenkins moved, seconded by Ken Kozlowski, for approval of the Minutes from the meeting on August 16, 2010. Hearing no discussion, Judge Schneider stated that those Minutes stand as approved.

The meeting next turned to the issue of whether the Consortium is or should be free standing or part of another entity. The Judge advised that although the Consortium has secured a representative from the state Attorney General's office, the state Office of Budget and Management (OBM) has advised that the Consortium is not a separate fiscal agency and is therefore not entitled to an agent. OBM further recommended that the Consortium should align itself with another agency. Pursuant to those instructions, Judge Schneider indicated that he has initially spoken with Steve Hollen at the Ohio Supreme Court, and although Mr. Hollen was encouraging, the Judge will pursue a more formal relationship after the November election. Mrs. Croskey indicated that she believes the Consortium is a stand alone entity that would have to contract with Central Services to access its funds. Mr. Leutz indicated that aligning with the Ohio Supreme Court would simplify this process since the Court's budget is not subject to review. Upon motion by Mr. Leutz, seconded by Mary Jenkins, the Board unanimously voted for Judge Schneider to establish a formal fiscal relationship with the Ohio Supreme Court.

The Board next addressed the collection survey that was distributed to Ohio's County Law Libraries. Mary Jenkins reported that 33 libraries responded and that the survey showed what books and databases the libraries are buying. She indicated that the next step will include analysis of the data to determine which vendors to approach on behalf of the Consortium. She indicated that she and Kathleen Sasala will begin the analysis with volunteers from the Advisory Council. At that point, Keith Blough, Jan Ryan Babbit, Susan Boland, and Angela Baldree volunteered to help staff a Survey Subcommittee to work on this project. Mary Jenkins then indicated that she will distribute the survey to these individuals with the intent of providing an analysis and plan for the next meeting.

The Judge then asked Mary Jenkins to address the future of the Ohio Law Library Consortium (OLLC). She indicated that the OLLC plans to remain in existence but hopes that the statutory Consortium will assume some of the OLLC's responsibilities, including the maintenance of a resource sharing and interlibrary loan system, a pocket part exchange, current court rules on the

OLLC's wiki, discount programs with selected legal resource vendors, and a web page for news and information. She will be recommending this course of action to the full membership of the OLLC. Judge Schneider commented that the Consortium might use some of its statutory funds to support the pocket part exchange.

The Judge next raised the issue of staffing for the Consortium, which he feels is essential to ensure success beyond what volunteers could contribute. Mr. Leutz concurred and indicated that someone needs to handle the day-to-day management of the Consortium. Mary Jenkins indicated that the Consortium would be better off with someone coordinating work, although many initiatives could be lead or conducted with volunteers. Judge Schneider added that he thought the job could be a part-time position, and he has approached Angela Baldree about splitting her time between the Lake County Law Library and the Consortium. The Board next discussed possible qualifications for a staff member, as well as potential conflicts of interest. Mrs. Croskey suggested that there are lot of issues to consider, such as the fiduciary nature of the job, compensation, and pension benefits. She further indicated that her office may be able to provide free services through their business counsel office to help the Consortium create contracts with vendors. It was decided to create an Employment Subcommittee to prepare a staffing recommendation, and Judge Schneider, John Leutz, and Jan Ryan Babbit volunteered to participate. Among other issues, the subcommittee was charged with: examining whether the staff member should be a state and/or contract employee; creating a possible job description; determining potential hours, skills and abilities; and examining a potential management infrastructure. Mrs. Croskey will also research issues related to employment compensation, benefits, and conflicts.

Judge Schneider indicated that he is providing copies of the Task Force's final report to the majority and minority leaders of the House and Senate, the CCAO, the Judicial Conference, the OSBA, all members of the Task Force, and all members of Consortium Board and its Advisory Council.

Judge Schneider next addressed the mechanics for the Board to receive 2% dues from each County Law Library Resources Board. Mrs. Croskey indicated that a separate fund will be established, and it will be maintained by the Consortium's fiscal agent. The Judge and Ken Kozlowski will follow-up on this issue after the election, and Mrs. Croskey will contact OBM regarding the process of appropriating funds the Consortium can spend. The Judge encouraged each library to speak to its County Auditor, and Mary Jenkins suggested that each library should independently calculate its statutory percentage. When Keith Blogh expressed concern that paying 2% in February of 2011 might put some libraries in a deficit position, it was determined that the Revised Code requires County Commissioners to deposit one half of a county law library's annual appropriation into its fund at the beginning of the year. Barring an inadequate appropriation, this would obviate any concerns about ability to pay. Finally, John Leutz offered to follow-up with the state auditors' association to ensure that its members are aware of the dues payable next year. He also offered to take all calls from local auditors about the process.

Judge Shriver then asked if any of the law libraries were having trouble getting their bills paid. Kathleen Sasala suggested that the process is just slow and that some counties may stop paying bills at a certain date in December.

It was then determined to hold the next meeting at 10:00 a.m. on January 12, 2011 at the offices of the CCAO in Columbus. Agenda items will include a report from the Survey subcommittee, a report from the Employment subcommittee, a report from the Attorney General on the legal and budgetary issues outlined above, and the status of the Consortium's relationship with the Ohio Supreme Court.

Mrs. Croskey indicated that all subcommittees are subject to Ohio's sunshine laws, including requirements to provide notice of the time, place and purpose of their meetings. After the Board discussed this issue, John Leutz moved, seconded by Kathleen Sasala, to post notice of the time, place, and purpose of all subcommittee meetings on the OLLC website. Hearing no objections, the motion was unanimously approved.

Judge Schneider adjourned the meeting at 11:30 a.m.

Respectfully submitted,

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

Kathleen M. Sasala, Esq.