

## Hamilton County Law Library Resources Board

Minutes

July 2, 2009

Present: James T. O'Reilly, Timothy P. Reilly, Barbara Silbersack, Stephen L. Black, Michael Florez, Mary Jenkins

James O'Reilly, Chair, called the inaugural meeting of the Hamilton County Law Library Resources Board to order at 12:10 p.m. Mr. O'Reilly reviewed the CLLRB's statutory charge and the rules that it is to adopt.

Mary Jenkins, Law Librarian & Director, distributed proposed regulations and several recommendations which were then introduced individually for deliberation by Mr. O'Reilly. First, the CLLRB considered proposed regulations. Barbara Silbersack made a motion to adopt the regulations as written with an amendment to Article I, #6, to read "three board members", adding the word "board". The motion was seconded and passed. Second, the CLLRB considered a series of recommendations, all of which were moved by Michael Florez, seconded by Stephen Black, and approved unanimously, and which included:

The CLLRB resolved to hire all current law library employees for their current positions at not less than their current compensation, effective January 1, 2010.

The CLLRB resolved to credit all law library employees with their years of service and accrual of earned, unused vacation and sick days.

The CLLRB acknowledged that, by statute (R.C. 307.51(C)), Mary Jenkins, as Law Librarian, serves as the chief administrator of the county law library resources board.

The CLLRB resolved to adopt as its own the personnel policies and protocols of the Hamilton County Board of County Commissioners Personnel Policy Manual, except where an alternative policy is determined necessary.

The CLLRB adopted the 35 hour work week for its employees, leaving the administration of the employees' work schedule to the Law Librarian & Director.

The CLLRB adopted a resolution naming the law library's regular holidays and hours of service.

The CLLRB adopted a library use policy regarding patron conduct.

The CLLRB resolved to identify the Library as the "Hamilton County Law Library", effective 1/1/2010.

The CLLRB established a committee to review R.C.307.51(A) & (G), to recommend to the CLLRB at its October 2009 meeting a process for approval of county offices' purchases, and to provide the CLLRB with quarterly reports on county offices' purchases so as to monitor opportunities for

cooperative resource sharing. Michael Florez was named chair of the committee. Barbara Silbersack and Mary Jenkins (ex officio) were named to the membership of the committee.

James O'Reilly distributed a law library director salary survey for informational purposes.

As determined by its newly adopted regulations, the next meeting of the CLLRB will be held on Thursday, October 1, 2009 at 12:00 noon.

Minutes respectfully submitted,

Mary Jenkins  
Law Librarian & Director