

Hamilton County Law Library Resources Board
Minutes
October 1, 2009
12:00 noon

Present: James T. O'Reilly, Barbara Silbersack, William D. Bell, Sr., Michael Florez, Timothy Reilly, Mary Jenkins (Law Librarian), Cathy Cook (guest)

James O'Reilly called the meeting to order at 12:10 p.m.

The minutes of the July 1, 2009 HCLLRB meeting were presented, moved, seconded, and approved as written.

On behalf of the County Offices Committee, Michael Florez presented a proposal for a policy, procedures, and introductory letter to county offices regarding the county offices provision of Am. Sub. HB 420 (R.C. 307.51 (A) & (G)). The recommendations were moved, seconded, and approved as written.

Mary Jenkins presented a fees schedule for 2010 for consideration. After review and discussion, the 2010 fees schedule was moved, seconded, and adopted as written.

Mary Jenkins presented a collection development policy for consideration. After review and discussion, the collection development policy was moved, seconded, and adopted as written.

Mary Jenkins presented a circulation policy for consideration. Barbara Silbersack recommended a modification to allow for holds to be placed for checked out materials and to allow recalls for materials only once the original loan period has ended. With this modification, the recommended policy was moved, seconded, and adopted.

Mary Jenkins presented a library use policy for consideration. After review and discussion, the recommended policy was moved, seconded, and adopted as written. While there is currently no need to impose time limits on the use of lab computers, Mary Jenkins noted the current software would allow for a time limit and acknowledged that implementation of a limit may be needed in the future.

James O'Reilly and Mary Jenkins reported on the Auditor of State's legal representative's comments on the 2009 audit of statutory funds, noting that the CLLRB is expected to pay for the 2009 audit (to take place in 2010) from statutory funds.

The meeting schedule for 2010 was reviewed. A conflict was identified for the January meeting. Mary Jenkins is to confirm availability for a change to January 14, 2010. The 2010 meeting schedule was otherwise adopted.

Mary Jenkins reported on matters related to the January 1, 2010 governance transition from the Cincinnati Law Library Association to the HCLLRB, including budget, staffing, accounting, purchasing, vendor registration, policies, payroll, and insurance. All matters are proceeding well, with county offices providing invaluable information and assistance in preparation for the transition.

William Bell and Cathy Cook expressed thanks to the Law Librarian and the HCLLRB for their work on the many transition issues.

There being no further business before the Board, the meeting was adjourned at 1:00 p.m.

Minutes respectfully submitted,

Mary Jenkins
Law Librarian & Director