

Hamilton County Law Library Resources Board
Minutes
July 9, 2013

A regularly scheduled meeting of the Hamilton County Law Library Resources Board was held on July 9, 2013 in the Board Room of the Hamilton County Law Library. Board members in attendance were James T. O'Reilly, John Cobey, Timothy P. Reilly, and Michael Florez. Mary Jenkins, Law Librarian & Director, and library volunteer Lauren Morrison were also present.

Mr. O'Reilly called the meeting to order at 1:04 p.m.

Minutes of the meeting of April 4, 2013 were approved unanimously as written following a motion for approval by Mr. Cobey and a second by Mr. Florez.

Ms. Jenkins provided the Board with a calendar for the County's budget process. The Board will review a proposal for the 2014 budget at its October meeting.

Next, Mr. O'Reilly asked for any questions or comments on the Law Library responses, previously distributed, to the County facilities review in preparation for a master plan for the County's downtown campus. Ms. Jenkins noted that the consultants' report is due in late summer.

Next, Ms. Jenkins reported that the Board of County Commissioners recently approved merit-based salary increases for its employees, capped at three per cent. She requested board approval of a resolution to approve salary adjustments for law library staff consistent with the BOCC policy and to direct the law librarian to determine and execute the adjustments. Mr. Cobey made a motion to adopt the resolution. The motion was seconded by Mr. Florez and approved unanimously.

Next, Ms. Jenkins presented a proposed records retention schedule for the Law Library. The schedule was approved following a motion for approval by Mr. Florez and a second from Mr. Reilly. Ms. Jenkins noted that the schedule will go to the Hamilton County Records Commission for adoption at its fall meeting.

Next, Mr. O'Reilly asked for questions and comments on the business plan previously distributed by Ms. Jenkins. Following brief, positive discussion, Mr. O'Reilly suggested that discussion be resumed at the October meeting, with consideration for adoption.

Next, Ms. Jenkins presented several highlights from her written librarian's report, submitted earlier.

Board members discussed the possibility of holding its future meetings at 12 noon, meeting concurrently with the Cincinnati Law Library Association. Ms. Jenkins was asked to query both boards regarding agreement or concerns. Pending no objection, the October 3 meeting will be held at 12 noon.

There being no other business before the Board, Mr. Cobey offered a motion to adjourn at 1:40 p.m., seconded by Mr. Florez, and approved unanimously.

Minutes respectfully submitted,



Mary Jenkins
Law Librarian & Director