

Hamilton County Law Library Resources Board
Minutes
July 16, 2015

A regularly scheduled meeting of the Hamilton County Law Library Resources Board (HCLLRB) was held on July 16, 2015 in the Board Room of the Hamilton County Law Library. Board members in attendance were James T. O'Reilly, John Cobey, Michael Florez, Timothy Reilly, and the Hon. Josh Berkowitz. Mary Jenkins, Law Librarian & Director, was also present, as were several directors of the Cincinnati Law Library Association.

Mr. O'Reilly called the meeting to order at 12:25 p.m.

Upon a motion by Mr. O'Reilly, seconded by Mr. Florez, the minutes of the April 16, 2015 board meeting were approved unanimously as written.

Next, Mr. Cobey reported that the fee schedule committee has reviewed information and will make recommendations in October.

Ms. Jenkins presented the librarian's report, distributed earlier by email. In response to a comment regarding revenue, Mr. Florez noted that a new collection agent is in place and suggested monitoring statutory revenue over the coming year.

Ms. Jenkins presented a proposed travel reimbursement policy, following receipt of an opinion on the issue from the Prosecuting Attorney. Upon a motion of approval by Mr. Florez, seconded by Mr. Reilly, the policy was approved unanimously, reading as follows: "The Hamilton County Law Library Resources Board directs the Law Librarian & Director to consider car rental costs, including applicable state or local government contracts, and personal vehicle mileage reimbursement costs for approved travel within reasonable driving distances and, in each instance of travel, to select the mode that is less expensive but also viable for the employee."

Ms. Jenkins presented a proposed disruptive behavior policy. Following discussion and with the addition of the word "improper", a motion for approval was made by Mr. Cobey, seconded by Mr. Florez, and approved unanimously, reading as follows: "Library patrons may not engage in disruptive, improper, or illegal behavior, including but not limited to harassment, solicitation, intimidation, unauthorized practice of law, and disturbances."

Ms. Jenkins requested input from the Board on the matter of performance-based salary increases. The Board has traditionally followed the lead of the Board of County Commissioners regarding annual salary increases. Board discussion indicated an expectation of taking up the matter in October following the Commissioners' action on the issue.

Ms. Jenkins commented on the bequest left to the Law Library by Charles Kallendorf, long-time employee. She plans to use the funds to renovate the coffee area. Board discussion was positive. Ms. Jenkins will notify Mr. Kallendorf's family upon project completion.

There being no additional business before the Board, the meeting was adjourned following a motion by Mr. Reilly, seconded by Mr. Florez, and approved unanimously at 1:02 p.m.

Minutes respectfully submitted,

A handwritten signature in cursive script that reads "Mary Jenkins". The signature is written in black ink and is positioned below the text "Minutes respectfully submitted,".

Mary Jenkins
Law Librarian & Director