

Union County Law Library Resources Board Minutes

October 25, 2023

Attending: Stephen Badenhop, Law Library Board Chairperson; Perry Parsons, Law Library Board Vice-Chairperson, Tina Owens-Ruff, Law Library Board Trustee; Melissa Chase, Law Library Board Trustee, Rebecca Pokorski Law Library Board Trustee, and Michael Rucker, Law Librarian and secretary for the meeting.

Chairperson Badenhop called the meeting to order at 4:00 pm at the Union County Law Library.

First order of business was the swearing in of Board Member Tina Owens-Ruff for a second term on the Law Library Resources Board.

Next was a review of the minutes from the last board meeting held on March 1, 2023. A motion to approve was made by Tina Owens-Ruff and seconded by Rebecca Pokorski followed by unanimous approval.

The next order of business was a report from the Law Librarian. Visitor statistics were reported to have remained relatively consistent as well as public requests for notarial services. Also mentioned were some of the routine duties of the librarian position including updating volumes on the library shelves as well as updating reference materials for the various county offices.

Next, Chairperson Badenhop offered a review of the financials and revenues for the Months of April through October 2023. It was reported that the Law Library has remained within budget with adequate financial reserves and revenues indicating a year end surplus. He then presented for review and discussion the invoices incurred from April 2023 through October 2023. A motion to approve the invoices was made by Melissa Chase and seconded by Tina Owens-Ruff and unanimously approved.

There being no old business to discuss, a discussion of new business began concerning the multiple issues concerning the computer in the satellite office in the courthouse. Chairperson Badenhop indicated to the Board that the computer was scheduled to be replaced in the coming year. The Board then discussed the possibility of going forth with replacing it in this fiscal year as it was reported that there were adequate funds available to do so. A motion was made by Melissa Chase and seconded by Tina Owens-Ruff to go forward with the purchase and to transfer the necessary funds to complete the purchase. The motion received unanimous support.

The Board then discussed the possibility of acquiring an additional wireless printer that would be available to the legal community during court proceedings when a citation or some other legal document was needed. The Law Librarian was tasked with exploring the feasibility of this with the IT Department.

New Business continued with discussion of the 2024 budget starting with the Law Librarian's salary. A motion for a 5% salary increase to be effective January 1, 2024 was made by Rebecca Pokorski and seconded by Tina Owens-Ruff and received unanimous Board approval.

Further budget discussion centered upon the normal projected subscription and catalog expenditures for 2024. Chairperson Badenhop indicated that anticipated price increases would be adequately covered by expected revenue in the coming year. A motion was made by Perry Parsons and seconded by Tina Owens-Ruff to approve the budget as presented. The motion received unanimous Board approval.

The final budget item discussed was the notary certification of the Law Librarian which will expire in 2024. As notary certification is a requirement in the Law Librarian job description, a motion was made to reimburse the Law Librarian for expenses incurred in the renewal process. The motion was made by Tina Owens-Ruff and seconded by Perry Parsons and received unanimous approval.

The next meeting of the Law Library Resources Board will be held with the exact date and time to be determined.

With business of the Law Library Resources Board concluded, a motion to adjourn was made by Perry Parsons and seconded by Melissa Chase and unanimously approved.