

**REGULATIONS OF THE COUNTY LAW LIBRARY RESOURCES BOARD  
OF PORTAGE COUNTY**

**ARTICLE I: MEETINGS, QUORUM & VOTE**

1. All County Law Library Resources Board (CLLRB) meetings shall be held in the Library during regular business hours, or at such places as the Chairperson may designate.
2. Meetings of the CLLRB shall comply with the Ohio open meeting laws and, as such, shall be announced publicly. Every meeting of the CLLRB shall be open to the public.
3. Meetings shall be held quarterly, as required by law, and shall be held as scheduled
4. Should the CLLRB identify work necessary between quarterly meetings, the Chairperson shall delegate assignments to committees of at least two members, whether standing or ad hoc.
5. Other meetings of the CLLRB may be held at such times as may be fixed by the CLLRB.
6. The Chairperson shall have the power to call a meeting at any time upon the written request of three members by a ten day written notice to the members and provided public notice is given stating the time and place and the objects of the meeting.
7. From July 1, 2009 through December 31, 2009, four CLLRB members present at any duly called meeting shall constitute a quorum. Thereafter, three CLLRB members present at any duly called meeting shall constitute a quorum.
8. Every statutorily appointed member present at such meetings shall have one vote.
9. A majority vote of the members present at any duly called meeting is necessary for official action.
10. Voting members who are not physically present at a meeting of voting members may attend the meeting by the use of authorized communications equipment that enables the voting members an opportunity to participate in the meeting and to vote on matters submitted to the voting members, including an opportunity to read or hear the proceedings of the meeting, participate in the proceedings, and contemporaneously communicate with the persons who are physically present at the meeting.

**ARTICLE II: MEMBERS & OFFICERS**

1. The composition, appointments, terms, and leadership of the CLLRB is determined by statute (R. C. 307.511) and attached hereto and made a part hereof.
2. The CLLRB members shall appoint a Law Librarian and library staff as deemed necessary. The selection of employees is a proper function of the CLLRB. Said CLLRB members, may, at any time, remove the Librarian or staff and fill any vacancies thus occasioned.
3. The Chairperson, or in his absence the longest serving member, shall preside at all meetings of the CLLRB. The Chairperson shall decide all points of order and procedure, unless overruled by a majority of the CLLRB in session at that time.

4. CLLRB members shall not receive compensation for their services.
5. Minutes at the quarterly meeting will be taken by the Librarian and signed by the Chairperson and said Librarian.
6. The Law Librarian shall take charge of the Library under the direction of the CLLRB and perform such other duties as may be required by the CLLRB.

### **ARTICLE III: USE OF THE LIBRARY**

1. Any member of the general assembly or any officer or employee of a county, municipal or township government or court located within that county when the officer or employee is acting within the scope of the officer's or employee's employment may use the library, its services and resources at no charge.
2. Members of the public shall be admitted to the Law Library free of charge and shall have limited use of the facilities upon such terms and conditions as the CLLRB shall from time to time determine by Resolution.
3. The CLLRB shall adopt and modify from time to time a schedule of fees by Resolution for additional privileges.

### **ARTICLE IV:**

The CLLRB may, by resolution, adopt such by-laws not inconsistent herewith as may be necessary and proper for the protection of the property of the CLLRB and the management of its affairs.

### **ARTICLE V: INDEMNIFICATION**

The CLLRB members, officers and employees together with former CLLRB members, officers and employees of the CLLRB shall be indemnified by the CLLRB to the full extent permitted by Ohio laws on the indemnification of public officers and employees.

### **ARTICLE VI: AMENDMENTS**

The Regulations of the CLLRB may be altered or amended at any regular or special meeting of its members by an affirmative vote of a majority of the voting members present and voting; provided, however, that written notice of such proposed alteration or amendment shall have been given to the members at least ten days prior to such meeting.

### **ARTICLE VII: REIMBURSEMENT OF EXPENSES**

Members of the CLLRB and/or library personnel attending conferences and/or seminars for the betterment of the library will be reimbursed for expenses in accordance with the IRS Per Diem Guidelines issued in October of each year.

**RECOMMENDATIONS TO THE CLLRB, October 20, 2009  
from Chairman Dennis M. Zavinski**

**Personnel**

1. It is recommended that the CLLRB resolve to hire all current law library employees for their current positions at not less than their current compensation, effective January 1, 2010.

Mary Alice Cowan, Law Librarian & Director, \$18.44 per hour  
Sue A. Snyder, Assistant Librarian \$13.67 per hour  
Donna J. Cooper, Computer Specialist \$11.33 per hour

2. It is recommended that the CLLRB resolve to credit all library employees with their years of service and accrual of earned or unused sick days.

3. It is recommended that the CLLRB acknowledge that, by Statute ( R.C. 307.51©), Mary Alice Cowan, as Law Librarian, serves as the chief administrator of the CLLRB.

4. It is recommended that the CLLRB resolve to adopt as its own the personnel policies and protocols of the Portage County Board of County Commissioners Personnel Policy Manual, except where an alternative policy is determined necessary.

5. It is recommended that the CLLRB adopt work week hours as follows: Law Librarian 24 to 26; Assistant Librarian 20 hours; and Computer Specialist 20 hours. The administration of the employees' work schedule will be left to the Law Librarian/Director.

**Hours & Holidays**

It is recommended that the CLLRB pass a resolution naming the hours of operation of the Library and the holidays on which the library will be closed.

1. Regular hours:

Monday through Friday 8:00 A.M. - 4:30 P.M.

Public access to the building is limited to 8:00 A.M. until 4:00 P.M.

2. Holidays:

The holiday schedule provides for 10 paid staff holidays and days that the library is closed. Since all employees are part-time, employees will be paid for 4.0 hours per holiday or day off. Those days are: New Year's Day, Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, the Day after Thanksgiving and Christmas Day.

**Library Use Policy**

It is recommended that the CLLRB resolve to adopt the following policy, effective January 1, 2010. Additional library policies may be adopted as the CLLRB sees fit.

All library patrons are expected to conduct themselves in a manner that is respectful of the normal activities and function of the Law Library, its staff and of other patrons. Use of the Law Library is a privilege, not a right. The use of the library is for library purposes only and the

library is not to be used for a conference room and/or a place to meet with clients. Users who fail to comply with library policy will be asked to leave.

#### **Library Name**

It is recommended that the CLLRB resolve to identify the physical location of the library as the Portage County Law Library, effective January 1, 2010.

#### **County Offices 307.51(G)**

It is recommended that the Administrator of the CLLRB provide the CLLRB with quarterly reports detailing the purchases for other county offices so as to monitor for cooperative resource sharing.

#### **Notification of Elected County Officials**

Elected County Officials will be notified and requested to coordinate all future purchases of any legal resources through the county law library resource board, as mandated by House Bill 420.

#### **Assignments and transfers**

That the Portage County Law Library Association assign the following contracts to the County Law Library Resource Board: 1) Westlaw contract for account 1000703389, which includes the Law Library and the Courts, dated 9-30-09. 2) Westlaw contract for the Law Library, under account 1003136249 dated July, 2007. 3) Westlaw contract for account 1000507241 for the Portage County Prosecutor, dated December, 2007. And 4) Lexis Nexis contract for account 142MCT for the Law Library.

In addition, the Portage County Law Library assign to the County Law Library Resource Board 2 insurance policies with the Jack Kohl Agency. 1) Commercial Insurance Policy # CPP 557 49 88 AWR for the Law Library property, general liability, electronic data processing and valuable books and papers; and 2) A Bond on Librarian, Mary Alice Cowan, being policy No. 8600730.

That the Portage County Law Library transfer the following bank accounts to the County Law Library Resource Board. 1) Statutory account 870614124 at Chase Bank, in the approximate amount of: \$76,900.00; 2) High Balance Savings Account 000001609816606 also at Chase Bank, in the amount of \$144,115.00; and 3) Home Savings certificate of deposit # 0032000598 in the original amount of \$132,080.00, issued in November, 2008.