

**Connecticut Judicial Branch
Law Library Advisory Committee
May 15, 2015**

The Connecticut Judicial Branch Law Library Advisory Committee met on May 15, 2015 at the Quinnipiac University School of Law, 370 Bassett Road, North Haven, Connecticut, in the Lynne L. Pantalena Law Library conference room SLE 211A.

Present

Hon. Douglas C. Mintz, Chair
Hon. James W. Abrams, Vice Chair
Hon. Jane B. Emons
Hon. William J. Lavery
Atty. Adam J. Cohen
Atty. Eamonn S. Wisneski
Atty. William P. Yelenak
Ms. Ann DeVeaux
Prof. Darcy Kirk

Absent

Hon. Henry S. Cohn
Hon. Raheem L. Mullins
Atty. William H. Clendenen, Jr.
Prof. S. Blair Kauffman

Other Attendees

Atty. Deirdre M. McPadden
Ms. Ann H. Doherty

Judge Mintz chaired and called the meeting to order at 2:05 p.m.

I. Approval of Minutes

The minutes from the April 25, 2014 meeting were approved.

II Law Library Operations

Budget – Ann Doherty reported that the FY15 Law Library Services budget allocation remained at FY14 levels, with a modest increase of approximately \$1,000.00 per library for print publications. The allocation for the administrative office fully covered the electronic services subscriptions. She also reported that no budget information is available for FY16. Ann stated that the print material contracts that each library now has in place with West are up for renewal at the end of 2015. In addition, Ann reported that the Westlaw patron access electronic online service will also need to be renegotiated since the current contract terminates at the end of October 2015.

Staffing levels – Staffing levels have remained constant. The Law Library Services Unit currently consists of sixteen Law Librarian IIs, two Supervising Law Librarians, and the Deputy Director.

Supreme Court Policies – Ann reported that, according to Section 6 of the *Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries*, the policies are to be published annually in the *Connecticut Law Journal*. The revised policies, including the minimum collection standards, were published in the September 2, 2014 issue of the *Connecticut*

Law Journal. The policies were published again on April 14, 2015, during National Library Week, and will continue to be published in April each year.

Law Library Services – Activities – Ann reported the following:

Inmate Correspondence Service – Law Library Services revived an inmate correspondence service that originally was offered by the New Haven Law Library. Currently, a group of volunteer law librarians manages the correspondence service, which is conducted with strict guidelines as to what materials will be provided.

WestlawNext – The Law Library Services’ Westlaw subscriptions will move to WestlawNext, only, sometime in 2015. The Law Library Training Committee received training from the West representative and then, in turn, created a training course and manual for presentation to the law librarians and other Judicial Branch personnel with access to Westlaw.

District Liaisons – Two law librarians were selected to participate in the Judicial Branch initiative training volunteers to act as District Liaisons for the Strategic Plan. The liaisons will communicate information about the Judicial Branch Strategic Plan to Branch employees within their respective judicial districts.

Joint Services Committee – Representative staff from Law Library Services, Court Service Centers, and Public Information Desks produced a pamphlet describing the services of each of these Judicial Branch units to be used for outreach purposes and for distribution to public libraries in conjunction with the Access to Justice Workgroup on Libraries and Access to Justice.

Access to Justice Workgroup on Libraries and Access to Justice – A core planning group is working to develop a program for an Access to Justice “Justice Fair” to be held on September 16, 2015, at UConn Law School. The planning sub-committee is developing a half-day program, and the Chief Justice has been invited to make opening remarks. The focus of the panel discussions will be on how to involve public librarians in efforts to provide access to reliable, understandable legal resources to non-attorney patrons.

Annual Report – Since the law libraries are active contributors to the ongoing goals and mission of the Judicial Branch, a report detailing the services offered by the Law Library Services Unit was compiled and issued covering the time period for fiscal year 2013/2014.

IV. Strategic Plan – Process

Ann stated that the original Law Library Services Strategic Plan was issued in 2000 and that the draft of the current proposed revised Strategic Plan is based on the 2007 version of the earlier Strategic Plan. She further explained that the preliminary draft updates the goals, and focuses on ensuring that the goals, objectives, and strategies are aligned with the current Judicial Branch Strategic Plan. A recommended time span for the proposed plan is five years.

V. Law Library Service – Strategic Plan – Approval

The Committee discussed at length the format, style, and content of the proposed strategic plan. The following motions were put before the Committee, in the indicated order and action taken:

<p>Motion 1: Move to adopt the Law Library Services Unit Strategic Plan, 2015-2020, as drafted. Passed.</p>
<p>Motion 2: Move to amend the adopted Law Library Services Unit Strategic Plan, 2015-2020, for the purpose of deleting language repeated at the end of each goal, to wit: “<i>while working within the framework of available resources and funds,</i>” and to insert language in the Introduction that emphasizes acknowledgement of the understanding of the need to work within the limitations of the Judicial Branch budget. Passed.</p>
<p>Motion 3: Move to revise the Introduction to the Strategic Plan to insert additional language that acknowledges that self-represented parties comprise a significant portion of law library patrons, and that the Law Library Services Unit recognizes the need to assist self-represented parties to achieve access to justice. Did Not Pass.</p>
<p>Motion 4: Move to reconsider the amendment of language in the adopted Law Library Services Unit Strategic Plan, 2015 -2020, as drafted. Passed; one “no” vote.</p>
<p>Motion 5: Move to adopt the Law Library Services Unit Strategic Plan, 2015-2020, as drafted. Passed; one “no” vote.</p>
<p>Motion 6: Move to amend the adopted Law Library Services Unit Strategic Plan, 2015-2020, for the purpose of deleting language repeated at the end of each goal, to wit: “<i>while working within the framework of available resources and funds,</i>” and to insert language in the Introduction that emphasizes acknowledgement of the understanding of the need to work within the limitations of the Judicial Branch budget. Motion Was Not Seconded – No Vote Taken.</p>

The final vote taken by Advisory Committee members adopted the Law Library Services Unit Strategic Plan, 2015 – 2020, as drafted. Also, the Chair moved, and the Committee voted on the following motion:

<p>Motion 7: Move to commend the Judicial Branch law librarians for all of their hard work and dedication to public service. Passed.</p>
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VI. Law Library Tour

It was suggested by the Chair, and agreed upon by the members, that the tour of the new facilities of the Quinnipiac University School of Law and the Law Library would take place after the committee meeting adjourned.

VII. Future meetings and adjournment

The next meeting is scheduled for Friday, October 23, 2015. The meeting adjourned at 3:16 p.m.