

MINUTES
Connecticut Judicial Branch
Law Library Advisory Committee
March 14, 2008

The Connecticut Judicial Branch Law Library Advisory Committee met on Friday, March 14, 2008 at the Quinnipiac University School of Law Library, 275 Mount Carmel Avenue, Hamden, Connecticut in the law library conference room, LL241.

Present

Hon. Joseph P. Flynn, Chair
Hon. William J. Lavery
Hon. Peter E. Wiese
Hon. Theodore R. Tyma
Ms. Ann DeVeaux
Ms. Darcy Kirk

Absent

Hon. Jon C. Blue
Mr. William H. Clendenen, Jr.
Mr. Robert Cooney
Mr. Blair Kauffman
Mr. William P. Yelenak

Other Attendees

Ms. Maureen D. Well
Ms. Ann Doherty
Ms. Claudia Jalowka

The chair of the committee, Judge Flynn, called the meeting to order at 1:30 p.m.

I. Approval of Minutes.

Minutes from the September 28, 2008 Law Library Advisory Committee meeting were approved without any changes or corrections.

II. Supreme Court.

Judge Flynn reported that the Supreme Court approved the revised Law Library System's Strategic Plan and the revised Law Library Minimum Collection Standards on January 16, 2008.

III. Strategic Plan.

Goal I: *To acquire, organize, preserve and keep collections and informational resources current in order to meet customer needs.* Ms. Well stated that at the present time all of the Judicial Branch law libraries are in compliance with the Law Library Minimum Collection Standards. She cautioned that a downturn in the economy resulting in reduced state revenues would impact the libraries' ability to meet these standards. However, she noted that the law libraries have in place an excellent interlibrary loan system which enables them to not only share resources among themselves, but also with the wider law library community. If

tough economic times do occur, this ability to network and borrow resources either in print, by fax or electronically will probably be used to a greater extent.

Goal II: *To provide adequate staff and enhance professional development.*

Objective 1: *To determine adequate staffing levels for the Law Library Services Unit.* Ms. Well reported that staffing levels in the Law Library System are adequate. Vacancies do stretch staff, but that is to be expected. There are two vacancies at the moment, a full-time librarian position in Stamford and a part-time (3 days a week) librarian position in Norwich. Recruitment for the Stamford position has been authorized and is proceeding.

Objective 2: *To require adequate training opportunities for staff.* Ms. Doherty, Supervising Law Librarian at New Haven, described three Law Library System Education and Training Committee programs. During the fall of 2007, two sessions were offered on the topic of Housing Court Matters. The panel of presenters included Suzanne Colasanto, Chief Clerk, Housing; Cynthia Teixeira, Manager, Dispute Resolution; and Judy Dicine, Assistant States' Attorney, Housing. The format was roundtable with an emphasis on questions and answers.

The spring 2008 training opportunity will focus on *Microsoft Publisher* software which has recently been distributed to the libraries. The program is being presented in cooperation with the Law Library System's Marketing Committee. Staff will receive instruction in the basic use of this computer application which can create marketing/promotional publications in-house.

The June 2008 Annual Staff Development Program will explore the Connecticut Foreclosures Process. Presenters will be the Honorable Anthony DeMayo, JTR; Tara Bartlett, Assistant Clerk, Foreclosures, New Haven; and Francis J. Doherty, solo practitioner, Hamden, Connecticut.

Objective 3: *To encourage professional networking.* Ms. Jalowka, Supervising Law Librarian at the Law Library Administrative Office, reported on the "Meet & Greets" that were held during the month of February to give library staff the opportunity to meet the recently hired Hartford courthouse law librarian, Catherine Hogan. Ms. Jalowka then described a program in the planning stages that would facilitate staff visiting other courthouse libraries to see first hand how library processes and procedures are handled in a different setting. The intent of this program is to enhance networking among staff and expose them to libraries that they may never have had a chance to visit.

Goal III: *To pursue a high quality environment for staff and customers.*

Objective : *To establish recommended minimum law library design standards for*

the three levels of law libraries. Ms. Well reported that in July 2007 library staff were asked to comment on the language in section 2.23, Law Library, of the Request for Proposal (R.F.P.) for the Courthouse Complex, Litchfield Judicial District at Torrington. Additions and deletions were suggested. The original language for this section was based on the recommended minimum law library design standards.

Objective 2: To provide electronic infrastructure and support. One of the strategies under this objective is to establish a law library intranet. The law libraries are part of the Court Operation's intranet. Ms. Jalowka demonstrated a newly revised and expanded intranet page specifically for law librarians. It contains both static information and documents, as well as an interactive blog that is in the planning stages. The intent of the updated intranet page is to facilitate effective communication about internal library matters.

Another strategy under this objective is to include membership of Judicial Branch law librarians on bar association technology committees. Ms. Well described how law librarians Larry Cheeseman and Jeff Dowd had been invited to participate in a Statewide Legal Services initiative to improve legal services to the low income community through technology. Both are members of a working group and have shared their knowledge of how pro se litigants utilize the services of the courthouse libraries, including the website.

Objective 3: To provide adequate, comfortable space for library users and staff to work effectively. Ms. Doherty distributed drawings of the new circulation desk ordered for the New Haven Law Library. She explained that the existing circulation desk was installed when the courthouse opened at 235 Church Street in 1974. The work area is not setup to comfortably accommodate a computer workstation; 333 funds are being used for the purchase. The new desk has been ordered from John Watts Company of East Hartford and should arrive in the library sometime in the near future.

Goal IV: To promote the Law Library System as essential for access to justice and quality adjudication. *Objective 1: To increase support for the Law Library System.* One of the strategies under this goal and objective is to market the services of the law libraries. Ms. Jalowka reported on the Marketing Committee, which is co-chaired by law librarians Louise Tucker and Astoria Ridley. The committee's emphasis this year is on outreach to the public library community. Some of their activities to date include a letter which will be sent to every public library in the state informing them about Judicial Branch law library services; a New Haven Law Library tour provided to the New Haven Free Public Library staff on March 10, 2008; a program entitled *Connecticut Legal Research for Librarians* which was presented by Jeff Dowd and Chris Roy on October 30,

2007 and January 30, 2008; materials to help celebrate Law Day 2008 which were ordered for each library; and in the planning stages is the development of programs and electronic resources that will target public librarians.

Judge Flynn inquired about patron usage of the libraries. Ms. Well stated that walk-in numbers are down but telephone and e-mail questions have steadily increased. Ms. Well also remarked that patrons coming to the libraries are spending more time researching and working in the libraries for an extended period of time. Also, many of the reference questions are more complicated and require more in-depth research by staff and patron alike.

Judge Flynn then asked whether any plans were in place to obtain input from the judges as to what services and materials would be helpful to them. He suggested that a questionnaire be sent to the judges. Ms. Well said that she will draft a survey form and send it to committee members prior to their next meeting.

Judge Flynn offered the suggestion that law librarians present a brief description of library resources and services at a judges' seminar. The goal would be to promote greater utilization of the law libraries by judges. He thought that a short, informal library presentation might be included with one of the educational programs planned for judges. He also suggested including a flyer advertisement in the state payroll checks to promote awareness of the law libraries.

A discussion then took place concerning the legal research clerks and their use of the law libraries. Ms. Doherty described the orientation tour given to all legal research clerks. Judge Flynn suggested that the librarians present a program as part of the legal research clerk's official orientation session. It was mentioned that a presentation by law librarians emphasizing Connecticut practice resources is included in a program for the legal research clerks at the end of their term with Judicial.

Another suggestion was made to create a slip of paper that could be filled-out in the Clerk's Office or the Court Service Center indicating what the individual needed to obtain from the library. This type of slip would foster good communication among the courthouse offices.

IV. Regulations Working Group.

Darcy Kirk reported on the activities to date of the working committee established to create Internet access to Connecticut agency regulations. Ms. Kirk stated that the task is difficult since each agency publishes its own regulations and the regulations are not all in the same format. The Commission on Official Legal Publications (COLP) reformats the regulations that are published by them. Not all regulations are published by COLP. The Department of Consumer Protection is taking a leadership role in the push for free Internet access to Connecticut regulations. The Department of Information Technology (DOIT) is also involved. The committee is now working on a plan so that the project can move forward.

V. Operations Update.

Ms. Well mentioned that the October 2007 issue of the Connecticut Law Tribune published the results of its readers' poll on "The Best" products and services provided to Connecticut's attorneys and law firms. The Connecticut Judicial Branch Law Libraries were declared the "Bronze" winner in the legal research category.

VI. New Business.

No new business was discussed.

VII. Adjournment.

The meeting adjourned at 3:20 p.m.

Respectfully Submitted,

Maureen D. Well
Secretary