

**Connecticut Judicial Branch
Law Library Advisory Committee**

The Connecticut Judicial Branch Law Library Advisory Committee met on May 18, 2018 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
Atty. William H. Clendenen, Jr
Atty. Michael R. Brandt
Atty. Adam J. Cohen
Ms. Ann DeVeaux
Prof. Darcy Kirk
Ms. Teresa Miguel-Stearns
Atty. Eamonn S. Wisneski

Absent

Hon. Kevin C. Doyle
Hon. Erika M. Tindill
Hon. Melanie L. Cradle
Hon. Jane B. Emons

Other Attendees

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 October 20, 2017 meeting were approved.

II. Law Library Operations

Budget – Ann Doherty reported that the FY19 budget projections for Law Library Services (LLS) for electronic and print materials were submitted based on the FY18 funding allotments. The projections were calculated, taking into account contract and subscription increases. Confirmation or alterations to the allotments will be known after the final implementation of the FY19 Judicial Branch budget.

Staffing levels – Ann reported that there have been no changes in Law Library Services' staffing levels since September 1, 2016. The number of full time staff law librarians remains at twelve, and there is one part time staff librarian. Also, there are two full time Supervising Law Librarians. Ann noted that the hours of operation for each library remains the same as set in September 2016, with curtailed hours for some libraries. She stated that with such a depleted staff, there is very little ability to cover a location if regular staff is off for any reason.

Law Library Services – Activities – Ann Doherty reported the following:

CLA Conference – The Law Library Services Unit is an institutional member of the Connecticut Library Association (CLA). The Library Association held its annual two-day conference on April 23 and 24, 2018. Chris Roy, New Britain librarian, together with two Connecticut State Library librarians conducted a program entitled “Connecticut State Court Records: Where Are They Now?” The program was well received and well attended. The hope is that LLS will continue its participation in the CLA annual conferences.

Live Chat – “Live Chat”, the online, real time reference service was introduced to the public mid-January of this year. Initially, the chat sessions were offered for limited times on a limited number of days, in order to assess the impact on staff time and schedules. In April, the hours of operation were increased to five days a week, 10:00 a.m. – 4:00 p.m. Use of the service has increased since the expansion of hours. The service is constantly reviewed and reassessed.

Attorney CLE Program - The Law Library Services Unit produced a continuing legal education (CLE) program for attorneys, “*Practical Skills & Resources for Drafting Effective Motions in Connecticut.*” A two hour program was held at the Putnam Superior Court the afternoon of Monday, November 13, 2017, and a second program was held at the Danbury Superior Court on April 30, 2018. The focus of the programs is to provide information to attendees about the valuable resources, both print and electronic, that are available in the law libraries to assist a practitioner in writing persuasive, well-drafted motions.

Intern – Experiential Learning Program for undergraduates – This spring Law Library Services hosted an undergraduate intern who was a senior at Central Connecticut State College. The intern spent most of the internship working in the Hartford Law Library, but also experienced working in the Rockville and New Britain law libraries. This is the second intern that has worked in the law libraries. Both experiences have been positive.

Marketing Committee – Rack cards were designed with the assistance of the Judicial Branch graphic designer. The cards are available in all of the law libraries and are extremely helpful as handouts for patrons providing contact and web site information.

Minimum Collection Standards – The “*The Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries*” and Appendix A, *The Law Library Minimum Collection Standards*, was published in the “Connecticut Law Journal” in the issue dated April 3, 2018, in accordance with the provision six of the “*Policies*”.

Ebooks – The law librarians attended an online presentation by the LexisNexis digital collection representative who introduced LLS to the topic of subscribing to ebooks as a direction to consider for collection development. The program was extremely informative. Law Library Services plans to study the advantages and possibility of subscribing to ebooks as a unit so that all the law libraries would have access to selected digital titles. Several librarians have volunteered to form a workgroup for the purpose of gathering further information.

Pre-bench – On May 11th, Claudia Jalowka, Supervising Law Librarian, conducted a pre-bench training program on the electronic legal research resources available to the judges. Westlaw, Casemaker, Lexis Shepard’s, and HeinOnLine, were discussed. The judges were also informed of the notification services available: BNA US Supreme Court, Family, and Criminal decisions, CT Supreme and Appellate Court advance release opinions, and the LLS Newslog, including delivery of the weekly digital issue of the “Connecticut Law Journal” through the Newslog. Two staff librarians assisted Claudia.

Southern New England Law Librarians Association (SNELLA) – Chris Roy, New Britain Law Librarian, participated in a program sponsored by the Southern New England Law Librarians Association, showcasing the various Access To Justice programs offered by law librarians for the benefit of public librarians.

Access To Justice Workgroup Training – A training program is planned to be offered on Monday, June 25, 2018, at the Southbury Public Library to provide guidance to public librarians on how to conduct a reference interview when dealing with the law and legal issues. The “hands on” computer assisted legal research training has been highly rated by attendees of past programs.

- III. Strategic Plan Implementation Report** - Ann reported that the Supervising Law Librarians and staff continue to work on assigned Strategic Plan goals. Activities to date were included in the Implementation Progress Report, dated May 18, 2018, which was provided to the Committee.
- IV. Strategic Plan Review**- The preliminary steps to be undertaken for revising the Law Library Services Strategic Plan were discussed. The Committee agreed that focus group discussion topics and user surveys are to be drafted as first steps in the review process. In addition, input and direction from Chief Justice Robinson will be sought at the appropriate time.
- V. New business, future meetings and adjournment** – Attorney Clendenen distributed copies of a recent article appearing in the ABA Journal commenting on the value of older print legal research resources and the need to retain those materials in a law library collection.

The next meeting is planned to be held in October, 2018, at a time and date to be determined.

The meeting adjourned at 3:03 p.m.