**HCLL Board meeting**

**July 26, 2017**

**HCLL Board:** Judge Kevin Burke, Chair; Lisa Marie Buck, Judge Margaret Daly, Commissioner Linda Higgins, Mike McCarthy, Sonja Peterson, Judge Patrick Robben

**Staff:** Karen Westwood, Law Library Director

**Visitors:** Nancy Palmer, HCL Budget & Finance Division Manager, Tracy Thompson, HCL Administrative Assistant

**Call to order:** Judge Burke called the meeting to order at 12:10 p.m.

**Welcome and Introductions:**

Introduced visitors:

* Nancy Palmer, Manager of Budget and Procurement for Library.
* Tracy Thompson, Administrative Assistant to the Director’s Office for the Library and Library Board, helping as Board Clerk.

Welcomed New Member:

* Lisa Buck: Private attorney, appointed by Hennepin County Board Association.

**Approval of Minutes:** Moved by Judge Burke seconded by Judge Daly. Approved

**Election of Officers**:

Sonja Peterson nominated Judge Burke for President/Chair. Seconded by Commissioner Higgins. No other nominations. All in favor. Motion approved.

Judge Burke nominated Sonja Peterson for Vice President/Vice Chair, Sonja Peterson respectfully declined.

Judge Daly nominated Mike McCarthy for Vice President / Vice Chair. Seconded by Judge Robben. No other nominations. All in favor. Motion approved.

Judge Burke elected President, Mike McCarthy elected Vice President.

**Discussion of Cooperative agreement between HCLL and HCL:**

*Cooperative Agreement Between Hennepin County and the Hennepin County Law Library for Library Management Services – County Attorney Revision adopting Law Library Board changes, and adding sentence to Paragraph 4.*

Paragraph 4 was amended to include Law Library Director’s obligation to follow all County policies.

Approval of the entire agreement, as amended, was moved by Judge Burke and seconded by Commissioner Higgins. Motion passed.

**Budget**

Full time librarian Tim Devine left County employment. Decision was made not to refill position and instead call back librarians from HCL partnership work. Down to 6 FTE rather than 6.5 FTE as a result.

Filing fee income is not easy to predict. This budget request is conservative on filing fee revenue. Hard to predict trends at this point.

After discussion around filing fees and subscriber fee income, motion to approve made by Judge Burke and seconded by Sonja Peterson. Motion approved.

**Director’s Report:**

Co-sponsored Law Day CLE with Hennepin County Bar Association and the 4th Judicial District on reducing implicit bias in the Courts. Law Library provided list of suggested reading and viewing materials. Over 80 in attendance.

Director Westwood made a couple of presentations at American Association of Law Libraries annual meeting in Austin, Texas. One was on the pop up library experience with public library, the other was regarding doing advocacy for law libraries related to county law library filing fee legislation.

**Adjournment**

Linda Higgins moved for adjournment. Judge Burke seconded, and the meeting adjourned at 12:53 p.m.

**Action Items:** Director Westwood to follow up with Court Administration in regards to peak in filing fee income in March 2017.