

HCLL Board meeting

June 6, 2018

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

Staff: Karen Westwood, Law Library Director

Visitors: Tracy Thompson, HCL Administrative Assistant serving as Board Clerk

Call to Order: Judge Burke called the meeting to order at 12:08 p.m.

Approval of Minutes: Moved by Commissioner Higgins seconded by Mr. McCarthy. Approved

Election of Officers:

Commissioner Higgins nominated Judge Burke for Chair. Seconded by Mr. McCarthy. No other nominations. All in favor. Motion approved.

Judge Burke nominated Mr. McCarthy for Vice Chair. Seconded by Commissioner Higgins. No other nominations. All in favor. Motion approved.

Judge Kevin Burke elected Chair, Mike McCarthy elected Vice Chair.

2019 Budget Request

Revenues: In recent years, revenues have been unpredictable. 2017 filing fee income was higher than anticipated, but it is difficult to know whether this will continue in 2018. We have budgeted conservatively again for next year and will reassess if the trend continues upward.

Subscription Fee Revenue: We continue to see less subscriber income, year over year. Director Westwood shared we need to do more promotion to courts around WestLaw now that they offer a more robust package.

Personnel: Staff has remained stable and the budget request reflects our current number of employees.

Collection: Library standing orders and online subscriptions constitute the bulk of expenditures (along with personnel costs). The library continues to experiment with offering online access to some titles and reviewing all print titles' usage statistics before renewing any subscriptions.

After discussion around line item shifts, motion to approve made by McCarthy and seconded by Judge Robben. Motion approved.

Director's Report:

Patrons are now able to return law library books to Hennepin County Libraries, a much-appreciated service by attorneys located outside of downtown.

A continuous improvement Kaizen event was held last year and has inspired further innovations by staff. Staff used time freed up by process improvement to increase CLEs to monthly offerings. Director Westwood inquired if any board members would be interested in presenting at future CLEs, Judge Burke and Judge Robben both volunteered.

Approved by HCLL Board of Trustees 6/12/2019

Director Westwood requested support from the board in supporting adding HCLL information to electronic court kiosks to inform public of frequently asked questions, such as HCLL is a place to make copies or a place to use a computer. Judge Robben offered assistance as a member of the facilities committee. Director Westwood to share recent email exchanges with court kiosk contact with Judge Robben.

HCLL will have a high school intern who is interested in a career in law who has interned in the county law office last summer.

New Business

Judge Burke would like to hold a fall meeting and invite HCLL staff as a thank you and allow the board a chance to get to know staff. The board agreed and Director Westwood offered to invite our substitute librarians from Minneapolis Central Library. Judge Burke would also like to use the event as an opportunity to celebrate the work of Commissioner Higgins before the end of her term and start of her retirement.

Misc Discussion

The Board discussed the future of the law library, the importance of increasing judicial clerks' awareness of law library collection and services and continuing development of CLE series.

Adjournment

Commissioner Higgins moved for adjournment. Mike McCarthy seconded, and the meeting adjourned at 12:44 p.m.

Action Items: Director Westwood to follow up with introducing judicial clerks to the law library and services, investigate listing CLEs on HCBA website which curates a calendar of local CLE offerings, and work with Judge Robben on adding law library information to court kiosks.