**HCLL Board meeting**

**June 12, 2019**

**HCLL Board:**  Present: Judge Kevin Burke, President; Mike McCarthy; Vice-President, Lisa Marie Buck, Judge Margaret Daly, Commissioner Angela Conley, Judge Patrick Robben (via telephone). Absent: Tom Walsh

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

**Visitors:** Janet Mills, HCL Interim Library Director

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

**Approval of Minutes:** Moved by Mr. McCarthy seconded by Judge Daly. Error noted in time of adjournment. Unanimously approved with change.

**HCBA Board Appointee:** HCBA Board Appointee Sonja Peterson resigned from the Board in April 2019. In May, the HCBA appointed Tom Walsh, Executive Director of Volunteer Lawyers Network - Minnesota to the Board. The Hennepin County Board of Commissioners presented Sonja Peterson with a commendation thanking her for her many years of service on the board.

**Election of Officers**:

Judge Daly moved to nominate current slate for renewal. Ms. Buck seconded. Motion unanimously approved.

Judge Kevin Burke elected President, Mike McCarthy elected Vice-President.

Karen Westwood continues to serve as Secretary to the Board.

**2020 Budget Request**

Wide-ranging discussion about revenue trends (especially subscriber income) and expenditure trends (especially online vs. print – both cost and contents). Interim Hennepin County Library Director Janet Mills was asked whether HCL librarians field legal reference requests and she described the close and growing partnership between HCL and the Law Library.

Brief discussion of filing fee income and the status of bail and bond recovery revenue. Director Westwood will research the bail and bond recovery question and report back to the Board by email.

After discussion about several specific line items, motion to approve the 2020 budget request made by Mr. McCarthy and seconded by Commissioner Conley. Motion passed unanimously.

**Subscriber Fee Existing Practice Motion:**

Mr. McCarthy moved that the Law Library may reduce its subscriber fee to Minnesota attorneys to half of the annual fee on September 1st for the remainder of the subscription year each year. Judge Daly seconded. Motion passed unanimously and this will be reflected in the Hennepin County Fee Schedules.

**Approval of 2018 Expenditures:**

Mr. McCarthy moved to approve the actual 2018 expenditures as reflected in the Revenue and Expenditures Report document. Judge Daly seconded and the motion passed unanimously.

**HCL Director’s Greetings:**

Interim Director Mills extended greetings from Hennepin County Library and reaffirmed the commitment for the two libraries to continue to work together – particularly in the areas of disparities reduction and access to justice issues. She highlighted HCL’s strength in outreach and the law library’s engagement with HCL in reaching out to the community; and the desire to continue to build service and collaboration among the libraries.

**Director’s Report:**

In general, no particular budget pressures right now and a stable staff – both of which allow law library staff to focus on new initiatives.

The Law Library is contracting for a new Integrated Library System (catalog, book processing, circulation etc.) that will represent significant savings in our budget over time. This project will demand significant staff time and energy over the next six months.

Several action items from last year’s meeting were addressed in 2018: The Law Library is part of the Fourth Judicial District clerk orientation process and all new clerks are introduced to the law library as part of their regular orientation. Law Library CLEs have been advertised on the HCBA calendar, but will be more consistently reflected in the coming year. Judge Robben made inquiries about adding Law Library information to the court electronic kiosks, but the court may be moving to an entirely new system. He will follow up to see if Law Library information can be included in the new system.

As part of HCL Senior Management Team Director Westwood is serving as a mentor for Franklin Library’s project “Walk, Bike, Ride, and Drive: Transportation Resources for Franklin Library’s Community”which will hold community events to help Franklin area residents with various transportation resources. Law Library staff will table at all events related to this project. This is a great example of the law library leveraging the public library’s experience in getting out into the community and working with community partners.

Law librarians staff the Mobile Law Library project twice a month at both East Lake and Brookdale libraries as a means of offering legal research sources out in the community. Slow going so far – law library trustees suggested a number of new ideas, including community partners and social media as places to promote the project.

**New Business**

None.

**Adjournment**

Judge Burke having left to resume court, Vice-President of the Board Mike McCarthy adjourned the meeting at 12:59 p.m.

**Action Items:** Director Westwood will research and report back to the board information related to the bail and bond forfeiture question. Director Westwood will evaluate and implement trustee recommendations for promoting the Mobile Law Library Project.