

MINUTES
Connecticut Judicial Branch Law Library Advisory Committee
March 30, 2007

The Connecticut Judicial Branch Law Library Advisory Committee met on Friday, March 30, 2007 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. Jon C. Blue
Hon. Patrick L. Carroll, III
Mr. Robert Cooney
Ms. Ann DeVeaux
Mr. Blair S. Kauffman
Ms. Darcy Kirk
Ms. Maureen D. Well

Absent

Hon. Arthur A. Hiller
Hon. Theodore R. Tyma
Mr. William H. Clendenen, Jr.
Mr. William P. Yelenak

Other Attendees

Ms. Ann H. Doherty

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

I. Freedom of Information Act Requirements and the Public Access Task Force's Recommendations for Open Meetings.

Judge Flynn announced that the Law Library Advisory Committee must now comply with the requirements of the Freedom of Information Act (FOIA) and the open meeting recommendations of the Public Access Task Force. Ms. Well attended a training session on these topics. She explained that the committee has a webpage at the Judicial Branch website which states the purpose of the committee, lists the names of committee members, and has a space for meeting notices, agendas and minutes. She indicated that a schedule of regular committee meetings for calendar year 2007 had been filed with the Secretary of State's office, as is required by FOIA, and that all meetings of the Law Library Advisory Committee are open to the public.

II. Westlaw.

Judge Flynn asked Ms. Well to address the topic of Westlaw, which is a computerized legal research system. Judge Support Services has undertaken a major initiative to offer this service to the Superior Court judges, law clerks and in-house attorneys. A flat rate contract was signed in January of 2007. All users must receive training prior to issuance of a password. Three types of training have been offered to judges: classroom style in a training center, small group on-

site at local courthouses and individual in-chambers sessions. As of March 30th, eighty-seven judges had requested passwords and training. Forty-six had been trained to date, in addition to forty-two in-house attorneys. Approximately eighty more judges and attorneys will be trained during the month of April. Ms. Well shared with committee members the Westlaw Training Manual prepared by staff.

III. Marketing.

Ann Doherty, Supervising Law Librarian at New Haven, reported on her work with the New Haven County Bar Association (NHCBA). They will celebrate their charter centennial this year. An historical exhibition about the New Haven legal community will be featured at the New Haven Museum and Historical Society starting April 24th. Last year, the NHCBA contacted Ms. Doherty to request that certain items from the Law Library at New Haven's collection be borrowed for display as part of the exhibit. Ultimately, twenty objects were borrowed either to be displayed or digitized for use as graphics in the exhibit. Additionally, a desk that belonged to Judge Henry Dutton who served on the Connecticut Supreme Court of Errors from 1861 to 1866 will be part of the exhibit. Once the exhibition is over, the desk will be on permanent display in the Law Library at New Haven.

Ms. Well reported on a statewide legal services work group called "Pro Se and Community Education" which invited two Judicial Branch law librarians, Larry Cheeseman and Jeff Dowd, to attend their meetings. The Connecticut Bar Foundation is working with legal services providers to identify ways they can improve, enlarge and expand the services offered to low-income individuals. Pat Kaplan, Executive Director of New Haven Legal Assistance, is the lead person in this initiative. One outcome of the meetings was a decision to set up a subcommittee of legal services providers and Judicial Branch staff to maintain an ongoing relationship that fosters communication regarding services available to pro se litigants.

IV. Seminar for New and Experienced Attorneys.

Judge Flynn spoke about the success of the 2006 free seminars on "Connecticut Legal Research and Courthouse Resources for New and Experienced Attorneys." He indicated that young attorneys graduate with considerable debts and that there is little practice-oriented curriculum offered in law schools. Hence this seminar filled a need, as indicated by the high number of lawyers who registered for the seminars. Ms. Well indicated that planning was underway to offer the free seminars again, probably during the fall of 2007.

Ms. Well shared with the committee an article that she wrote for a "Teaching Legal Research" column in the American Association of Law Libraries' publication, *AALL Spectrum*. The article described the seminars for new and experienced attorneys. She also mentioned that in the *Connecticut Law Tribune's*

second annual readers' poll, under the category of Legal Research, the Connecticut Judicial Branch Law Libraries were recognized as the bronze winner, behind Westlaw and Lexis.

V. Operations Update.

Personnel. Ms. Well reported that Catherine Capuano, Law Librarian at New Britain, retired on February 1, 2007, after 26 years of state service. The committee discussed what an excellent job she did, whether as an Assistant State's Attorney, Assistant Clerk or Law Librarian. Judge Flynn moved and Judge Carroll seconded the motion to extend to Ms. Capuano the Law Library Advisory Committee's gratitude for her years of service in the Judicial Branch, both as an Assistant Clerk and Law Librarian at New Haven and New Britain. All present voted in favor of the motion. Ms. Well reported that Christopher Roy, Law Librarian at Rockville, was transferred to fill the New Britain vacancy and Roseann Canny was hired to be the Law Librarian at Rockville. There are currently two Law Librarian vacancies in the system, one in Norwich and one in Stamford.

Budget. Ms. Well reported that although dollars are tight now that the Lawyers Cooperative Publishing (LCP) agreement has ended, the libraries are meeting the revised Law Library Minimum Collection Standards. The current budget for law library materials is \$1.98 million. A request for \$2.2 million was made for fiscal year 2007-2008. The actual allotment will not be known until after July 1, 2007.

Facilities. Ms. Doherty reported on the installation of new carpet in the New Haven Law Library. Much of the carpet was original to the courthouse which opened in 1974. The project took four weeks to complete, but everything went smoothly.

VII. Other Matters.

Before discussing the Law Library System's Strategic Plan (agenda item VI.), Judge Flynn asked if committee members had any other matters they wished to bring up. Darcy Kirk spoke about the American Association of Law Libraries' National Summit on Authentication of Digital Legal Information that will be held in Chicago on April 20th and 21st of this year. She will be attending, along with Steve Casey from the Department of Information Technology. Ms. Kirk indicated that Connecticut is one of nine states that have taken a leadership role in this area. Judge Flynn asked that the authentication of digital legal information be placed on the agenda for the next Law Library Advisory Committee meeting.

VI. Strategic Plan.

Ms. Well stated that it has been seven years since the Law Library Advisory Committee adopted *A Strategic Plan for the Connecticut Judicial Branch Law Library System*. A review of the plan at this time seems in order. The first

component is the vision statement which reads: “The Law Library System of the Connecticut Judicial Branch will provide prompt and professional guidance and access to reliable and comprehensive information to individuals who are researching or pursuing legal rights and remedies. This will be accomplished by using the latest technology and maintaining an up-to-date collection of appropriate materials sufficient to meet the needs of its users.”

Judge Flynn indicated that he thought the vision statement was still appropriate. The committee agreed to retain the vision statement in its present form after discussion of possible changes.

The next component to be reviewed was the mission statement which reads: “The mission of the law library services unit is to provide the courts and public with access to comprehensive and current legal materials and resources in an efficient and timely manner and to provide bibliographic assistance, legal reference and research guidance to all patrons.” Judge Flynn suggested that the education and training aspect of the work done by Judicial Branch law librarians be added to the mission statement. Ms. Well said that she would draft language to this effect to be considered by the committee at their next meeting in May.

The third component reviewed by the committee was the core strategic goals which are: “I. To acquire, organize, preserve and keep collections and informational resources current in order to meet customer needs. II. To provide adequate staff and enhance professional development. III. To pursue a high quality environment for staff and customers. IV. To promote the Law Library System as essential for access to justice and quality adjudication. V. To maximize customer service and satisfaction.” Judge Flynn suggested that a sixth goal be added to address the need to market the resources and services of the law libraries. The committee agreed. Ms. Well said that she would draft language for a sixth goal to be considered by the committee at their next meeting.

The fourth component of the Strategic Plan reviewed by the committee was the objective and strategies designed to accomplish the first goal. The objective reads: “To ensure that the minimum collection standards are met in each law library.” The strategies are: “A. To complete the evaluation of the minimum collection standards and make recommendations accordingly. B. To review minimum collection standards to determine the appropriate format, e.g., hard copy, electronic. C. To obtain adequate funding. D. To perform continuous review of the minimum collection standards.”

A discussion ensued about the strategy to obtain adequate funding. Judge Blue raised the distinction between attempting to obtain adequate funding and actually obtaining adequate funding. Judge Flynn suggested that prior to the May meeting the committee be sent a listing of the expenditures for books, personnel and

electronic databases. Ms. Well said that she would do that. She also indicated that by the September she would have the FY2007-2008 library materials allotment and could report on those figures at that committee meeting.

The meeting adjourned at 3:00 p.m.

Respectfully Submitted,

Maureen D. Well
Secretary