

**Connecticut Judicial Branch
Law Library Advisory Committee
May 20, 2016**

The Connecticut Judicial Branch Law Library Advisory Committee met on May 20, 2016 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. Kevin C. Doyle
Atty. William H. Clendenen, Jr.
Atty. Adam J. Cohen
Atty. Eamonn S. Wisneski
Ms. Ann DeVeaux
Prof. Darcy Kirk

Absent

Hon. James W. Abrams
Hon. Henry S. Cohn
Hon. Jane B. Emons
Hon. Raheem L. Mullins
Atty. William P. Yelenak
Prof. S. Blair Kauffman

Other Attendees

Ms. Ann H. Doherty

Judge Mintz chaired and called the meeting to order at 2:09 p.m.

I. Approval of Minutes

The minutes from the November 20, 2015 meeting were approved.

II. Law Library Operations

Budget – Ann Doherty reported that the FY17 Law Library Services budget projections for print materials were submitted based on a flat allocation, using FY16 figures. The projections for the electronic services subscriptions, handled by the administrative office, were calculated based on estimated cost increases for the subscription renewals.

Staffing levels – Ann reported that in December, 2015, permission was granted to fill the Middletown law librarian position vacancy. In late January, 2016, the preliminary offer to hire the successful candidate was withdrawn, as the State budget outlook worsened. Currently, the Middletown Law Library is open 5 days a week, and is staffed by one part time librarian (3 days a week), rotating staff librarians, and the Supervising Law Librarian.

Ann also reported that the Rockville Law Librarian submitted notice of her intention to retire, effective July 1, 2016. Ann stated that efforts will be made to keep the Rockville library operating by assigning coverage days to existing staff, although the hours and days the law library will be open will be curtailed, due to a staff shortage unit wide.

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

Westlaw training– Extensive Westlaw training has been provided to judges, legal research clerks, Judicial Branch personnel, and Appellate and Supreme Court justices and clerks. The Law Library Services Training Committee trained one hundred fifty Superior Court Judges, from October 1, 2015 to the present. Additional individualized training is in the planning stages. The law librarians will be offering remote training to the judges whereby staff can work with a judge through the use of workstation remote control software.

Access to Justice Workgroup on Libraries and Access Justice – Two presentations to public librarians have been offered to date to discuss the resources and services of the Judicial Branch law libraries and the court service centers. Currently, an additional program is being planned by Judicial Branch librarians, Court Service Center personnel, and a law librarian from UConn Law. This program will offer guidance to public librarians on how to conduct reference interviews when assisting non-attorneys dealing with the law and legal issues.

Access to Facilities Implementation Committee – The Waterbury Law Librarian is a member of the Judicial Branch committee that is responsible for surveying courthouse facilities and making suggestions about signage improvements. The law libraries now have permanent plastic sign holders at the front entrance of each library that display signs stating the library hours, or a “closed” sign when the library is not open.

Legal Exchange Programs – The Law Librarians have participated in the “Legal Exchange” programs in their respective courthouses, as scheduled. These programs afford the librarians the opportunity to briefly speak about the law libraries’ resources and services.

Staff meeting – All staff met in March to discuss revisions to the Law Library Rules of Conduct and Computer Use Rules. The revisions are under administrative review.

Jabber – Staff is taking advantage of the Judicial Branch Jabber software that allows staff to hold Law Library Services Unit meetings via computers that are equipped with cameras.

III. Strategic Plan Implementation Report

Ann reported that the Supervising Law Librarians and staff are working on assigned Strategic Plan goals. Each supervisor is assigned 5 goals, and oversees the work of assigned staff. Each staff librarian is assigned 2 goals. The supervisors will report progress on a quarterly schedule. Ann will then prepare a quarterly Implementation Progress Report. The first quarterly report is dated May, 2015; the next report will cover the period July 1, 2016 – September 30, 2016.

IV. Minimum Collection Standards - Bibliographies

Civil and Criminal bibliographies are being updated as part of one of the goals of the Strategic Plan. Once updated, staff will be surveyed concerning the currency and format of the titles listed in each bibliography, in each library’s collection.

V. Future meetings and adjournment -The next meeting is tentatively scheduled for Friday, October 7, 2016. The meeting adjourned at 2:55 p.m.