

# Conference of Maryland Court Law Library Directors

## Minutes

### *Annual Meeting*

January 30, 2017

Howard County Circuit Courthouse, Ellicott City, MD

*Approved April 28, 2017*

**The Conference of Maryland Court Law Library Directors (CMCLLD)** meeting began at 10:00 a.m.

**The following people attended:** Steve Anderson (Maryland State Law Library), Steve Auld (CEO, Anne Arundel County Public Library), Flossie Barnes (Carroll County), Tonya Baroudi (Prince George's County), Charlotte Bednarczyk (Internal Auditor, Maryland Administrative Office of the Courts (AOC)), Joan Bellistri (Anne Arundel County), Sandy Brewer (Howard County), James Durham (Maryland State Law Library), Mary Jo Lazun (Charles County), Stephanie Levasseur (Baltimore County), Kate Martin (Montgomery County), Catherine McGuire (Maryland State Law Library), Karen Thomas (Maryland Administrative Office of the Courts).

**Welcome: Tonya Baroudi**, CMCLLD Chair, opened the meeting. **Lisa Mohant** (Howard County Circuit Court (HCCC) Deputy Court Administrator), welcomed everyone to the courthouse. She spoke about current issues in her courthouse:

- She praised the HCCC librarian, Sandy Brewer, and called the library a vital asset to the Court.
- MDEC will arrive next October and staff are working through its implementation.
- Court Administration is committed to increasing access to justice by making the Court more transparent and open to the public.
- It's been six months since the destructive Ellicott City flood and many parts of the court and surrounding areas are still being restored.

**Joanie Bellistri** reported on the status of S.B. 137 and H.B. 165, UELMA (the Uniform Electronic Legal Materials Act), now before the Maryland legislature and other state-wide issues:

- UELMA establishes a technology-neutral framework for citing online legal material. The Act requires that official electronic legal material be: (1) authenticated, (2) preserved, either in electronic or print form; and (3) accessible, for use by the public on a permanent basis.

- The Maryland state bar, the Maryland Library Association, the American Association of Law Libraries, the Law Library Association of Maryland and the Uniform Laws Commissioner all testified in favor of the act on January 26, 2017.
- On Wednesday, February 1, Mary Jo Lazun will speak in the House in favor of the UELMA.
- Concern: Will opinions already online by the state appellate court be affected by UELMA?
- Re the Maryland Archives -- if the Maryland Manual is no longer officially being printed, how can the digital version be preserved?
- Show up to Maryland Legislative Day, February 14<sup>th</sup>!

**Skip Auld** reiterated the importance of going to Maryland Legislative Day, especially visiting home delegations and attending the AACCC breakfast, which will welcome legislators.

He spoke on critical library issues:

- The challenge of fighting for capital funding and grants while there is a state budget shortfall
- The state library service division lost 40% of its funding, which affects state library grants
- The University of Maryland iSchool is studying whether libraries should be administered by educational or cultural departments or as an independent agency – which is a stronger grouping?
- The importance of forming citizen library boards to get input and garner support from the community

**Joanie Bellistri** discussed activities of the Self Represented Litigant subcommittee of the Maryland Court and Access to Justice Commission (MCAJC).

- There has been no subcommittee meeting since our last gathering
- Since Mary Jo Lazun has joined the MCAJC equity subcommittee, how do we get stakeholders to make the connection between our access to justice goals what we do in our libraries?

**Mary Jo Lazun** opened a discussion of the role of public law libraries –

- Should our libraries be combined into a state-wide agency?
- Other attendees spoke on libraries versus self-help centers,
- Creation of Turbo-tax-like court family law forms,
- The use of walk-up kiosks,
- Simplifying language to make guides and legal documents more understandable,

- Expanding our role in access to justice issues,
- Forging connections and partnership with other legal advocates,
- Working with educators and public librarian and studying how we can use our resources more efficiently and get our message out.

**Steve Anderson** called this discussion a good starting point for future efforts.

**Catherine McGuire** talked about updating judges' chambers collections and what they should include.

- WIKI lists need to be updated to include new books and formats
- Carroll County uses the lists as standards to justify their purchase
- CourtNet is now expanding judges' access to key legal ebooks; how can we gain access and find out what's there?
- Circuit court librarians should update their chambers entries in the conference WIKI.

#### **News of state and circuit court libraries:**

**Steve Anderson:** The state library is barcoding its special collection and working on its new, multiyear Westlaw contract

**Flossie Barnes** is attacking red rot problem in her leather-bound books and writing a policy to protect her collection in the future.

**Stephanie Levasseur** is updating a survey of her collection.

**Kate Martin:** Projects include revamping the public internet library pages, developing more "Fast Facts" guides and organizing a program with appellate judge Lynne Battaglia on legal trailblazers.

**Karen Thomas:** The AOC has produced new videos on court interpreters, rent court and child custody. They are also working with the People's Law Library to develop a landing page to make it easier to use AOC self-help tools on the site. They are also in the process of revising the six expungement/access to court records pamphlets.

**Charlotte Bednarczyk,** manager of the circuit court audit team, gave a presentation on the history, process and progress of internal court audits.

- She began with an overview of the Internal Audit Department, which is a department within the AOC and reports to the state court administrator.
- Functions include conducting performance, financial, compliance and technology audits, offering consulting services on business systems policies and accounting practices and evaluating risk areas.

- Court audits are typically performed every 3 ½ - 4 years, on a rotating basis throughout the state.
- Internal controls work best when people work together for mutual accountability.
- Specific to court libraries, audits review the adequacy of internal controls and suggest improvements such as using pre-numbered invoices and receipts, segregation of employee duties and enhancing monetary physical controls and security. These are processes that will help prevent errors, mistakes and fraud.
- Other library audit concerns include: evaluation of reporting structures; management of library bank accounts, revenues and expenditures; and the assessment of collection inventories, appraisals and insurance.

**Kate Martin** led a discussion of the implementation of the CMCLLD strategic plan. Attendees reviewed the CMCLLD strategic plan and went over a list of suggested projects:

- Complete, post and distribute the list of core recommended law library materials: **Catherine, almost finished**
- Investigate the possibility of a state-wide catalog of all circuit court library resources: **too ambitious for the moment**
- Develop a consistent marketing/branding plan to expand the outreach of CMCLLD libraries: **First, phase I, to internal groups; second, Phase II, to external groups: Joanie, Kate, Julia**
- Collaborate with other like-minded groups, such as the A2JC, to encourage synergy and get our stories out to the public: **Work with Reena Shah and serve on judicial subcommittees**
- Develop a model program for correctional facilities: **Mary Jo, Kate, Sandy, Dave Pantzer**
- Work with public librarians to expand legal resources across the state: **Sandy, Catherine, Flossie, Kate**
- Target community colleges to let their librarians know about our excellent legal resources: **Joanie**
- Reach out to legal aid, pro bono and other A2J legal services to produce relevant training programs: **Dave Pantzer**
- Meet with solo practitioners and young lawyers to create training programs on cost-effective legal research: **Mary Jo, Sara Witman**
- Training for Clerk of the Court offices: **Coordinate with AOC/A2JD**

- Develop a publicly-accessible database of Maryland legislative bill files: **Steve (in progress)**

**Tonya Baroudi** will include these projects in the upcoming CMCLLD annual report and list items which are still in progress or are concluded.

**Catherine McGuire** will push the CMCLLD minutes out to county administrators and the chairs of other Maryland judicial conferences.

**Tonya Baroudi** ended the meeting by announcing the next CMCLLD meeting at the Carroll County Courthouse. Flossie Barnes will host on April 28<sup>th</sup>.

**Adjournment** was at 3:20 pm.