

CLAY COUNTY LAW LIBRARY

BOARD OF TRUSTEES

MEETING AGENDA

Monday, March 8, 2021

1. Review minutes from January 11, 2021 and February 10, 2021 (electronic voting)
2. Review law library financial reports to date
3. Review usage of patron access at Westlaw terminals
4. Kiosk for Legal Services training update
5. Courthouse plan to reopen and library usage
6. Bylaws Review

Clay County Law Library

Board of Trustees

Minutes

Monday, January 11, 2021

Members Present: Jean Hannig, Samantha Zimmerman, Jade Rosenfeldt, Stacy Voeller, Jenna Kahly, Cecilia Knapp, Emily Lundbohm, Colin Helfenstein

Members Absent: none

Jean Hannig called meeting Called to 12:06pm

MINUTE APPROVAL

Stacy Voeller moved to approve January 11, 2021 minutes Jenna Kahly seconded.

Jade Rosenfeldt moved to approve February 10, 2021 minutes Jenna Kahly seconded.

FINANCES

Jean Hannig reviewed financial report and new Minnesota State Law Library contract. Our current account balance as of March 4, 2021 is \$25,410.83.

WESTLAW USAGE REPORT

Jail terminal shows usage. A breakdown of what the usage report shows was explained.

KIOSK SERVICES

Colin has completed legal kiosk training and is receiving updates as the Legal Kiosk project progresses and more features are made available for patrons.

COURTHOUSE TO REOPEN?

The Law Library is still currently closed, open by appointment only.

Discussion took place on what re opening the law library would look like regarding safety in COVID era.

The Board directed Colin Helfenstein to come up with policy for guidelines when the court re-opens.

BYLAWS REVIEW

Board of Trustee member composition was reviewed.

Discussion took place regarding the roles of the board members and the need for impartiality but relevancy to the law library.

Various sources for Board Member selection were discussed such as Jail Staff and Court Administration. Jade Rosenfeldt will reach out to Court Administration regarding a potential partnership.

A vote on bylaw amendment will take place on June 7th regarding board members sourcing. Jean Hannig, Cecilia Knapp and Stacy Voeller will work on amendment to the bylaws and send it to all board members for review before the June 7th vote.

Cecilia Knapp moved to adjourn Jenna Kahly seconded with Unanimous approval.