

Clay County Law Library
Board of Trustees
Meeting Agenda
Monday, January 11, 2021

1. Introduce Colin Helfenstein Law Librarian
2. Review meeting minutes from September 14, 2020 and Electronic Vote
3. Review law library financial reports to date
4. Review usage of patron access at Westlaw terminals
5. Kiosk for Legal Services of Northwestern Minnesota
6. Contract for Legal Services Clinic
7. MSUM Paralegal Program Closure - update
8. Westlaw Contract update

Clay County Law Library
Board of Trustees
Minutes
Monday, January 11, 2021

Members Present: Jean Hannig, Samantha Berglin, Jade Rosenfeldt, Stacy Voeller, Jenna Kahly, Jenny Mongeau, Cecilia Knapp, Emily Lundbohm, Colin Helfenstein, and Anne Hoefgen (guest from Northwest Minnesota Legal Services.)

Members Absent: none

Meeting was called to order 12:01pm by Jean Hannig.

Introductions were made. Clay County Commissioner, Jenna Kahly will be replacing Clay County Commissioner, Jenny Mongeau, on the Law Library Board of Trustees. Jean thanked Jenny Mongeau for her years of service to the Board of Trustees as a representative of the Clay County commission.

REVIEW AND APPROVAL OF MINUTES of previous meetings:

9/14/2020 Minutes: One correction was noted. Stacy Voeller moved to approve the minutes as corrected. Jade Rosenfeldt seconded the motion. The Minutes were approved as corrected.

12/14/2020 Minutes: One correction was noted. Stacy Voeller moved to approve the minutes as corrected. Jade Rosenfeldt seconded the motion. The Minutes were approved as corrected.

12/30/2020 Minutes: Electronic motion for Legal Kiosk approved by majority vote. Names of members who approved and did not vote were added to the minutes. Stacy Voeller moved to approve the minutes as corrected. Jade Rosenfeldt seconded the motion. The Minutes were approved as corrected.

LIBRARY FINANCIAL REPORTS:

Current Law Library balance is \$30,356.70. This is quite bit lower than the balance at end of 2019, which was about \$50,000.00. The deficit in 2020 reflects decreased revenue to support the monthly expenses related to Westlaw terminals in the jail and at the MSUM library and the print materials under the contract.

The decrease in revenue resulted from the suspension of court hearings under the Governor's emergency COVID-19 orders. The law library fee of \$10.00 is assessed as part of criminal case fines that are ordered. Many cases are backlogged so there may be increased income during this next fiscal year as suspended cases begin to be heard.

A decision was made in September to discontinue support for the MSUM Westlaw terminal. The contract for that terminal ended in December. Jade Rosenfeldt is currently working with

Thomson Reuters to discontinue the print materials that are supported by the Clay County Law Library and housed in the MSUM Library to reduce more expenses. There will be no change in the Westlaw terminals located in the jail and in the courthouse library. No Westlaw usage report was available but staff reports that the Westlaw terminal in the jail is still being used by inmates. The courthouse library has been closed under the current COVID orders. Jade noted that money was also saved for salary expense since the law librarian position was not staffed between August, 2020 and early January, 2021.

Discussion took place to consider adjusting the Law Library fee which is currently \$10.00. Each County sets a law library rate for the assessment added to criminal case fines. The rate varies by County. The highest County rate in the state is \$12.00. No specific consensus was reached to support a higher fee.

LEGAL SERVICES KIOSK

Anne Hoefgen provided the board with information regarding the purpose and importance of the Legal Services Kiosk project. This project is funded by federal dollars allocated to States through the 2020 CARES Act. There are two models of the kiosks. The Clay County Law Library has a Model B kiosk which will have a computer, a printer/scanner for sharing documents, and zoom access in order for to allow users to meet with counsel or to attend virtual court hearings. More information about the Kiosk project is available on the website: <https://www.legalkiosk.org> to explain that the Kiosk project is intended as a resource for users to access legal resources and attend court hearings.

MSUM PARALEGAL PROGRAM

MSUM has determined that the Paralegal program will be eliminated. The program is on a teach-out status (no new students) until May of 2023. Jean Hannig will be retiring in May and will not continue representing the Paralegal Program on the Board of Trustees. The Board will need a new President when the next elections are held in June. The Bylaws may need to be revised.

LEGAL SERVICES SELF-HELP CLINIC

The contract between Legal Services of Northwest Minnesota and Clay County Law Library ended in December of 2020. Emily Lundbohm has been provided services to the Clay County Law Library under that contract. This program was very successful when the Clay County Courthouse was open. After the COVID-19 executive order closed down the courthouse, Emily continued to provide services under the contract by telephone meetings with members of the public. The board discussed possible reopening of the law library when the executive order allows Minnesota Courthouses to reopen. The consensus was that the renewal of the contract between Legal Services of Northwest Minnesota and Clay County Law Library for the clinic will be tabled until such time as more information is known about public access to the library.

Jade Rosenfeldt moved to adjourn meeting, and Emily Lundbohm seconded the motion. The meeting was adjourned. The next quarterly meeting will be held on March 8, 2021.