

## Clay County Law Library Board Meeting

Minutes from April 1, 2019

Members Present: Jade Rosenfeldt, Cecilia Knapp, Jean Hannig, Judge Michael Fritz, Mara Rausch

Members Absent: Jenny Mongeau, Larry Schwartz

Non-Members Present: Courtney Walkup

Courtney Walkup was introduced as the new law librarian. She provided her working hours and noted that they are posted on the library's bulletin board and on the library's website.

Meeting minutes from December 10, 2018, were reviewed. Jean Hannig made a motion to approve, seconded by Judge Michael Fritz and motion carried.

Budget and financial information was reviewed. No official motion was made, but all agreed that the information provided would be approved.

The Legal Services of Northwest Minnesota self-help clinic service was discussed. In February 2019, there were 5 clinics held (one was cancelled due to extreme weather conditions) that served a total of 28 people. The new poster for the self-help clinic was presented. It has been posted on the law library's bulletin board. Jean Hannig requested to receive a copy so that it could be posted at MSUM. Judge Michael Fritz suggested a copy be posted by Court Administration.

Postage and office paper costs were discussed. In the past, postage and paper seemed to have gone through the Attorney's Office, according to an e-mail from Elaine Beitelspacher. However, it is unclear whether that is official policy or "tradition." A discussion on the library taking on its own postage and paper costs commenced. The matter of figuring out what the processes for ordering supplies and handling library funds was briefly discussed. Jade Rosenfeldt volunteered to e-mail Stacey Deelstra (Clay County Financial Manager) to get more details on how this could be done.

The patron usage of Westlaw research terminals was unable to be reviewed due to a change in the library's account manager at Thomson Reuters. Courtney Walkup has been in contact with the new account manager and is waiting on a return e-mail with the usage reports. She will forward these numbers to the board once she has received them.

The Toshiba copier was discussed. Aside from some paper jamming, the current copier is still functioning. An e-mail sent to Elaine Beitelspacher from Toshiba representative, Tiffany Bolgrean, was reviewed. It contained information about a new copier model proposed by Toshiba. The table in the e-mail has some confusing terminology. Courtney will get in contact with Tiffany Bolgrean to clarify. She will also look into past statements the library has received from Toshiba to see what the library is paying for maintenance, as we are unaware of routine maintenance ever having been performed on the current copier. Some additional discussion took place about what to do with the old copier in the event the library purchases a new one.

Cecilia Knapp brought up the topic of flood preparation. She wanted to clarify that the Attorney's Office would not be assumed to be responsible for moving library materials in the event of a flood emergency being executed and questioned what the library's flood plan was. It was noted that current risk of a flood emergency reaching the library was about 5%. Cecilia mentioned that SCS has been used by the Attorney's Office in the past for moving closed files and Jean Hannig suggested that the library could also use their services. It was established that the point of contact for a flood emergency would be Courtney Walkup. If she is not available at the time a flood emergency is called, Jade Rosenfeldt would be the second point of contact. It was agreed that for now, in the unlikely event the library is flooded, the books could be moved to the higher floors of the courthouse if necessary.

The next meeting is scheduled for Monday, June 10, 2019, at the Clay County Attorney's Office.