Minutes

Law Library Board of Trustees

Annual Meeting – June 11, 2020

President of the Board Judge Burke called the meeting to order at 3:04 p.m.

**Adoption of Minutes**

Judge Robben moved approval of last year’s minutes (dated June 12, 2019); Vice-President of the Board Mike McCarthy seconded. Approved unanimously.

**Elections**

Judge Burke announced that he will be retiring in the fall and thus will not be able to continue to serve in the role of President of the board. Judge Daly nominated Judge Robben. Mike McCarthy seconded. Mike McCarthy agreed to continue as Vice-President of the Board (on the condition that he is reappointed by the County Attorney to continue on the board). Approved unanimously.

**Approval of 2019 Revenue and Expenses and 2021 Proposed Budget**

Mike McCarthy moved approval of 2019 Rev/Exp report, Lisa Buck seconded. Approved unanimously.

Mike McCarthy moved approval of the 2021 budget, Judge Robben seconded. Law library director Westwood explained the reasoning behind predicted lower revenue from filing fees and subscriber income due to COVID-19. Judge Burke countered that filing fee income may well right itself as society opens up. Mike McCarthy confirmed that large firms are looking very closely at their spending and he predicts that some may choose to drop their law library subscriptions.

Curt Haats, Financial Officer assigned to the libraries discussed the county’s request for flat or reduced requests for county funding in 2021. However, he has spoken with David Lawless (County CFO) and David Hough (County Administrator) about the small budget and staff size of the law library relative to the public library and the county as a whole and has assurances that the proposed budget will not be contested.

Mike McCarthy inquired about the large print budget, Director Westwood reported that she continues to analyze the print collection and anticipates further cuts in the coming couple of years, as well as increased commitment to online materials.

Unanimously Approved

**Greetings from Hennepin County Interim Library Director Janet Mills**

Interim Director Mills brought greetings from the public library system and emphasized the ongoing and collaborative work between the public library and law library. She appreciates the expertise of the law library and notes that the law library staff and director work well with each other and with public library colleagues in providing customer service and responding to the community.

**Director’s Report**

Director Westwood reported on 2019, highlighting the continued success of the CLE program, the ongoing outreach efforts through the Mobile Law Library program operating at East Lake and Brookdale libraries. The law library researched and adopted a new integrated library system (the library catalog). This new system will save the law library money over the years, and it accomplishes moving the data to the cloud so the law library will no longer have responsibility for maintaining a physical server (County IT has recommended that departments move away from hosting their own servers).

Westwood reported on the retirement of longtime staff member Mary McDevitt and the reconfiguring of her position to an Outreach Librarian position to further community engagement by the law library. That position is currently on hold due to the county hiring freeze.

Reopening report – The law library continues to follow court and county leadership in deciding when to reopen the law library to the public. There are no plans to reopen at this time.

Westwood indicated she would be asking board members if they would join her in reexamining the law library mission, particularly with an equity lens, as the beginning of a process to understand more fully the benefits and barriers the law library presents to the community.

Judge Burke adjourned the meeting at 3:44 p.m.