



LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE

Bob Straub Conference Room, Public Service Building, 125 East 8th Avenue,
Eugene, OR 97401

Tuesday, November 20, 2018, 3:30-5:00pm

MEETING MINUTES

1. Call to Order

Chair Sebastian Tapia called the meeting to order at 3:35p.m. (quorum met)

2. Welcome/Introductions

Sebastian welcomed everyone, and introductions were made for the record.

Members present: Sebastian Tapia, Michael Hajarizadeh, Marc Friedman, Erika Hente, Kari Malone (Kristynn Johnson arrived at 4:00 p.m.)

Staff: Sue Ludington

Absent: Emily Cross

3. Public Comment (*none*)

4. Review and Approval of Minutes (October 16, 2018)

Marc made a motion to approve the minutes as submitted; Michael seconded. Motion passed; no objections.

5. Updates to Agenda (*none*)

6. Announcements/Reports

Sue informed the committee that she'd been invited to join the Lane County Family Law Advisory Committee (LCFLAC) as well as LCFLAC's Self-Represented subcommittee. Both invitations came about following Erika's recommendation to LCFLAC Chair Judge Karrie McIntyre.

7. Old Business

a. LLAC bylaws

- i. The committee having received a draft version of updated bylaws for the LLAC, Sue reviewed the content with attendees.
 1. Sebastian recommended slight re-wording of Article II, Section 2(B) to more clearly define LLAC role.
 2. Members collectively agreed that terms should coincide with Lane County fiscal year (July 1 – June 30).
 3. Members agreed that virtual participation should constitute attendance, and should be included under Article VI.

- ii. Members raised the question of whether a law school student should be on the committee. Sue pointed out that committee membership includes “a member of the University of Oregon Law Library staff” as an ex-officio member. It was suggested the addition of a law school student to the LLAC could be duplicative, not to mention potentially challenging to maintain due to students’ fluctuating schedules and commitments.
- iii. Sue will (1) submit a second draft of the bylaws, incorporating the discussed changes, for committee review; and (2) connect with UofO staff to confirm their place and future participation on the committee.

b. FY18-19 budget

- i. Sue shared a detailed ledger sheet showing the Law Library’s most recent “statement of revenues and expenditures” and informed the committee that the FY19-20 budget planning process will begin in early 2019.
- ii. Several members had questions about the different account lines and what they entailed (eg “Telephone Services,” “TS Indirect,” “PC Replacement Services”); additional questions arose regarding the definitions of “reserve” and “contingency” funds. Sebastian and Sue were able to provide clarification on most, but Sue will continue to seek authoritative answers from the Budget Office.
 - 1. Telephone services have presented specific problems in the Law Library, with the public phone limited to local calls only. Library patrons frequently need to call Salem, which is long distance. Sue would like to pursue that service in the future.
 - 2. Sebastian informed that the County will be changing service providers and converting to VOIP service. It’s a less expensive option and may enable the Law Library to permit long-distance phone service for library patrons.
- iii. Sue stated she hopes to create a part-time paraprofessional position for FY19-20 and anticipates meeting with HR staff in January to discuss.
- iv. In previous years, the county’s Mediation & Conciliation Services department has taken a percentage of the Law Library’s appropriation as permitted by statute. However, no money was diverted this last biennium, and forecasts look optimistic that none will be taken in the upcoming one.

c. 3-year Strategic Plan

- i. While specifics of a Law Library Strategic Plan were not discussed, it was agreed one should be crafted ASAP, using previous plans as foundations.
 - 1. Sebastian reasoned that if one of our goals is to develop a self-help center or other program centered on access to justice endeavors, a strategic plan would help to support and endorse affiliated actions.
 - 2. Plan could also help support the creation of a new staff position.

3. Sue will draft an initial strategic plan outline and share with members, ideally for discussion in January.

8. **New Business**

a. Law Library “status reports”

- i. Sue shared examples of previous “Status Reports” that were created in the past by library staff.
- ii. Erika revealed that these reports especially rose in importance when law library funds were first diverted to Mediation & Conciliation in 2011; the status reports served to illustrate that the Law Library was indeed a needed resource.
- iii. In conjunction with a strategic plan, members agreed these types of status reports would help to provide justification for a self-help center.
- iv. It was suggested that we pursue the creation of a self-help center in small stages, such as deciding what services would be most appropriate in our location, and determining the process in which attorneys would receive pro bono credit.
- v. Sue will resume the practice of creating quarterly status reports for the library, and present them to the committee upon completion.

9. **Next Meeting**

- a. Members agreed to skip a December meeting.
- b. Next meeting: Tuesday, January 15, 2018, 3:30-5:00pm (*Sue will arrange for Budget Office staff to attend.)

10. **Adjourn**

The meeting was adjourned at 5:00pm.