



LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE

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

Tuesday, January 15, 2019 | 3:30 p.m. – 5:00 p.m.

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, Emily Cross.

Staff: Sue Ludington

3. Public Comment (*none*)

4. Review and Approval of Minutes (November 20, 2018)

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

5. Updates to Agenda (*none*)

6. Announcements/Reports

Sue has joined the LCBA's Education Committee, and had a meeting with interested attorneys K.C. Huffman and Bill Bromley to discuss possible activities around Law Day (May 1).

Sebastian clarified that the purpose of the LCBA's Law Library Committee is to generate interest and participation in the County's LLAC (this committee). This past year, LCBA received most attorney renewal statements by email which didn't identify sections or committees of interest, but even still we successfully fulfilled the 3 LCBA-appointed positions on the LLAC.

7. New Business (budget guest speakers not yet arrived, so this topic was moved ahead of old business)

a. Lane County Probate & development of Small Estate Affidavit packet

- i. Numerous patrons visit the Law Library seeking Small Estate Affidavit forms. At least 5 other Oregon counties have SEA packets and forms, and Sue is curious why Lane County does not. She proposes the LLAC take steps to

pursue the creation of such a packet in cooperation with the Circuit Court and LCBA.

- ii. Kari explained there would be multiple steps and layers as we consider best ways to approach the conversation and proposition with Court staff. She agreed to first speak with Tara Grange in the County's Probate Department to determine if there are any reasons the Court might not want a SEA packet in Lane County; she may follow this with a conversation with the Deputy Court Administrator.
- iii. Sebastian and others reminded that the LCBA's Probate section is very active, and it would be prudent and desirable to have someone involved from that section in this project. At some point, we would like invite the Chair of the Probate Section for subsequent conversation.
- iv. Erika suggested that it'd be possible to create forms that aren't specifically court-sanctioned forms, but that they might be ones the Court would support.

8. Old Business

a. FY19-20 budget:

Guests Judy Williams, Strategy & Integration Manager and Jan Kelley, Executive Assistant to Steve Mokrohisky

- i. County budget specialists presented an explanation about the County's annual budget process and described the particularities relevant to the Law Library. Committee members were provided with a copy of the Law Library's FY17-18 approved budget for reference.
- ii. The Law Library is a program of the Lane County Administration department. For the most part, however, its sole source of revenue comes from a biennial appropriation distributed by the Oregon Judicial Department. No County general operating funds are used by the Law Library.
- iii. The "fund balance carryover" account line under "Revenue" reflects the amount of unspent appropriated money from the previous fiscal year.
- iv. Law Library expenditures include non-discretionary account lines ("indirect charges") for which all County programs/departments must pay; these include things like IT, mailroom, facilities, etc. In addition, account lines and corresponding numbers related to personnel come directly from HR and are not changeable at the program/department level.
- v. Under "Reserves," the "operational contingency" account line serves as an emergency fund that may be drawn from, if necessary, during a particular year. No Board approval is needed to do so.
 - 1. How to decide how much to put in the contingency line? Specific percentage recommended for some, but the Budget Office can help make determination.
- vi. Per the budget process timeline, Jan needs to submit everything by Feb. 19. Sue will be meeting with her in the next 2 weeks, and must be ready to provide projected numbers at that time. The goal will be to craft a budget

that provides this year's services at next year's costs.

b. LLAC Bylaws

- i. Following the December LLAC meeting, Sue started to incorporate the committee's proposed changes to the LLAC bylaws. Although she didn't have a final draft to share in hard copy format, it was agreed to go ahead and approve the Bylaws as amended with the noted changes. To that end, Marc moved to adopt the amended Bylaws; Michael seconded. They will still need to be approved by the Board of Commissioners at an upcoming BCC meeting.

9. **Next Meeting**

- a. Marc and Sebastian don't think we necessarily need to meet every month or for 1½ hours. However, in light of Sue's upcoming conference obligations in March/April, she asked that we try to have a one-hour meeting in late February.
- b. Next meeting: Tuesday, February 26, 4:00-5:00pm

10. **Adjourn**

The meeting was adjourned at 4:50pm.