



## LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE

Virtual (GoToMeeting)

**Thursday, July 22 | 3:30 – 5:00 p.m.**

### **AGENDA**

*Committee Charge: Advise the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Make recommendations for project priorities and long-range planning goals.*

- |   |               |
|---|---------------|
| <b>1. Call to Order/Welcome/Introduction</b>                                    | <b>3:30pm</b> |
| <b>2. Public Comment</b> (3 minutes per person)                                 | <b>3:35pm</b> |
| <b>3. Review and Approval of Minutes</b> (June meeting)                         | <b>3:40pm</b> |
| a. Approve June 22 <sup>nd</sup> meeting minutes                                |               |
| <b>4. Updates to Agenda</b>   | <b>3:45pm</b> |
| <b>5. Announcements/Reports</b>   | <b>3:45pm</b> |
| <b>6. Old Business</b>  | <b>3:50pm</b> |
| a. LLAC roster and terms ( <i>I, G 10 minutes</i> )                             |               |
| i. New voting member: Christina Wolfe   |               |
| ii. New UofO Law Library liaison: Kelly Reynolds                                |               |
| iii. New voting LCBA law student member: TBD                                    |               |
| iv. LCBA liaison to LLAC?   |               |
| v. Applications   |               |
| b. Updates ( <i>I, G 10 minutes</i> )   |               |
| i. LSTA grant with SETA   |               |
| ii. OJD budget bill   |               |
| iii. LLAC Bylaws – to review in advance of formal adoption at September meeting |               |
| c. Law Library space changes ( <i>I, 10 minutes</i> )                           |               |
| i. Library bookshelf layout   |               |
| ii. Front doors   |               |
| iii. Surplus items  |               |
| <b>7. New Business</b>  | <b>4:20pm</b> |
| a. Law Library staffing ( <i>I, G 10 minutes</i> )                              |               |
| b. Establishing priorities for FY21-22 ( <i>I, G 10 minutes</i> )               |               |
| c. LLAC Annual Reports ( <i>I, G 10 minutes</i> )                               |               |
| <b>8. Next Meeting</b> Thursday, September 16, 3:30-5:00pm                      |               |
| <b>9. Adjourn</b>   | <b>5:00pm</b> |

Legend: *I = Inform, G = Generate ideas, D = Decide*

**LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE**  
**CURRENT MEMBER ROSTER**  
*(July 2021 – June 2022)*

<b>NAME</b>	<b>AFFILIATION</b>	<b>MEMBER CATEGORY</b>	<b>TERM EXPIRES</b>
Jennifer Jonak	Jonak Law Group PC	LCBA*	6/2022
Shane Davis	Johnson Johnson Lucas & Middleton	LCBA	6/2022
	University of Oregon Law School	LCBA (law student)	6/2022
Erika Hente	Lane County Legal Aid/Oregon Law Center	At-large member <sup>†</sup> (legal professional: attorney)	6/2022
Marc Friedman	Access the Law	At-large member (legal professional: attorney)	6/2024
Christina Wolf	Lane County Circuit Court	At-large member (lay citizen: court services supervisor)	6/2024
Kristynn Johnson	Eugene Public Library	At-large member (lay citizen: public librarian)	6/2024
<b><i>Non-voting members</i></b>			
Kelly Reynolds	University of Oregon Law School	Ex-officio (law librarian/instructor)	N/A
Sue Ludington	Lane County Law Library	County liaison (law librarian)	N/A

*\*LCBA = Lane County Bar Association. Two attorneys serve 2-year terms; one law student serves 1-year term. All appointed by LCBA.  
<sup>†</sup> At-large members serve 3-year terms. All appointed by Lane County Board of Commissioners.*

**BY-LAWS  
LANE COUNTY  
LAW LIBRARY ADVISORY COMMITTEE**

ARTICLE I. NAME

This Committee shall be known as the Lane County Law Library Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II. RESPONSIBILITIES AND OBJECTIVES

Section 1. In accordance with Lane Manual 3.610, the Committee has the following authority and responsibility: "Advise the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Make recommendations for project priorities and long-range planning goals."

Section 2. In addition to and in furtherance of the above-cited objectives, the Committee shall:

- A. Perform its duties in accordance with ORS ~~9.840, 9.850, and 21.350~~ **9.815, 9.820, 9.825, and 9.829.**
- B. Serve as intermediary between the Board of County Commissioners and the Executive Board of the Lane County Bar Association regarding Law Library matters.
- C. Provide advisory recommendations to the Law Librarian concerning Law Library policies, programs, and services, in addition to long-range goals.
- D. Make advisory recommendations to the Board of County Commissioners on the appointment of at-large members.

ARTICLE III. MEMBERSHIP

Section 1. The Committee shall consist of up to nine (9) and not fewer than seven (7) members.

Section 2. Three (3) members of the Committee shall be members of the Lane County Bar Association, appointed by the president of the Bar, **Two (2) shall be practicing attorneys with each serving a two (2) year term** ~~to serve a two (2) year term~~, subject to reappointment by the Bar Association for additional terms.

**One (1) shall be a University of Oregon Law School student who will serve a one (1) year term.**

Section 3. Up to four (4) at-large members of the Committee shall be members of the legal profession, including but not limited to the courts, legal aid, and related non-profits.

Section 4. Two (2) at-large members of the Committee shall be lay (non-attorney) citizens.

Section 5. At-large members shall be appointed by the Board of County Commissioners, and serve a three (3) year term, ending on June 30<sup>th</sup> of the third year, subject to reappointment.

Section 6. A member of the University of Oregon Law Library staff shall serve as an ex-officio member. Additional ex-officio members may be appointed by the Committee. Ex-officio members serve in a non-voting capacity.

#### ARTICLE IV. VACANCIES

Section 1. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Chair shall notify the appointing authority and request the appointment of a replacement to complete the term of the vacant position. All vacant positions shall follow the recruitment and selection procedures established in the County's Advisory Committee Administrative Procedures or Lane Manual provisions and/or the appointment process for individual Commissioner-appointed positions.

Section 2. A member who is absent without excuse from three (3) consecutive meetings shall receive a certified letter from the Chair stating that if the member fails to attend the next meeting without excuse, the Chair will request the Committee vote to declare the position vacant. Upon such a vote, the Chair will notify the appointing authority of the vacancy and request appointment of a replacement.

Section 3. A member who wishes to resign shall do so by submitting a letter to the appointing authority and a copy to the Chair, specifying the effective date.

#### ARTICLE V. OFFICERS

Section 1. Except as specified below, the officers of the Committee shall serve for one (1) year or until their successor is designated. The officers of this Committee shall consist of:

- A. *Chair*, who shall preside at all meetings of the Committee. The Chair is selected by the Committee in July of each year.
- B. *Vice-Chair*, who shall act in the absence of the Chair. The Vice-Chair is selected by the Committee in July of each year.
- C. *Secretary*, who shall provide the staff support to the Committee. The Secretary shall be the Law Librarian.

Section 2. The Committee may remove an officer from office for misconduct or neglect of duty in office.

ARTICLE VI. MEETINGS AND VOTING

Section 1. The Committee shall meet monthly, or as needed; at a minimum, the Committee must meet quarterly.

Section 2. All meetings of the Committee (and any appointed sub-committee) shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610 – 192.690. The Secretary shall be responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes.

Section 3. Meetings of the Committee shall be conducted generally according to Roberts' Rules of Order, latest revision.

Section 4. Each member of the Committee shall be entitled to one vote on all issues at a meeting at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy votes shall be allowed.

Section 5. A majority of the total membership shall constitute a quorum for the transaction of business at any meeting of the Committee. The act of a majority of the total membership shall be the act of the Committee.

Section 6. Virtual participation by phone or video conferencing constitutes attendance for meeting and quorum purposes.

ARTICLE VII. CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no Committee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation, and state on the record the nature of their conflict.

ARTICLE VIII. ROLE OF STAFF

Section 1. The Law Librarian shall provide administrative support for the Committee meetings, including: preparation of notices, agendas (in conjunction with the Chair), minutes, background information on agenda items, in addition to professional advice and expertise.

Section 2. The Law Librarian shall accurately present the Committee's recommendations on matters to the Board of County Commissioners; however, the Law Librarian shall also be responsible for providing professional assistance and advice to the County, whether or not such advice may conflict with the Committee recommendation.

ARTICLE IX. SUBCOMMITTEES

The Committee, at regular or special meetings, may establish standing or special subcommittees at its discretion. A majority of voting members present is required to establish a standing or special subcommittee.

ARTICLE X. AMENDMENTS TO BYLAWS

The Bylaws will be reviewed annually by the Committee. By majority vote of the Committee, these Bylaws may be amended or repealed, and new Bylaws adopted, if a quorum is present. Amendments shall become effective only upon approval of the Board of County Commissioners.

Adopted and approved:

Originally adopted by the Lane County Law Library Advisory Committee (March 15, 2005) and approved by the Board of County Commissioners, May 11, 2005.

Amended and adopted September \_\_\_\_, 2021. Approved by the Board of County Commissioners October \_\_\_\_, 2021.