



## LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE

Virtual (GoToMeeting)

**Tuesday, June 22 | 3:30 – 5:00 p.m.**

### **MEETING MINUTES**

*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.*

#### **1. Call to Order**

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

#### **2. Welcome/Introductions**

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

Members present: Jenny Jonak, Shane Davis, Erika Hente, Marc Friedman, Kari Malone, Kristynn Johnson

Staff/Ex-Officio: Sue Ludington, Law Librarian

Members absent (excused): Victoria Nguyen

#### **3. Public Comment (none)**

#### **4. Review and Approval of Minutes (March 30<sup>th</sup> and May 25<sup>th</sup> meetings)**

Jenny motioned to approve minutes from March and May meetings as submitted; Shane seconded.

#### **5. Updates to Agenda (none)**

#### **6. Announcements/Reports**

Erika informed the committee that Lane County Legal Aid has an opening for a permanent family law attorney. Also, Oregon Law Center/Legal Aid is adding 3 additional housing attorneys to its Portland office, as well as 4 other housing attorneys across the state. One of these attorneys will be assigned to the Eugene office (may be temporary, but they hope it'll be permanent). This means they will have 6 (potentially 7) attorneys capable of handling FED claims, and can put a greater focus on housing law and the evolving changes affecting renters, particularly regarding 30-day no cause evictions. OLC is also crafting a new handout related to housing laws and interpretations of those laws.

#### **7. Old Business**

- a. LLAC membership terms and roster for FY21-22. In looking at the current member roster, Sue identified a potential problem with the 4 at-large member terms all expiring at the same time (2021). In order to stagger the changing terms more efficiently, Erika agreed to extend her term membership for one more year. The terms of the other 3 at-large members technically expire June 30, 2021. We agreed it would be optimal to keep a Court employee on the roster; Kari (Circuit Court) will solicit for someone to replace her. We also thought it important to retain representation from Access the Law. Marc (Access'

managing attorney) will try to arrange for a colleague to take his place, and will stay on until someone is found. Kristynn (Eugene Public Library) also agreed to stay on for another 3-year term, but the committee will continue to consider diversifying the committee by reaching out to other non-profits relevant to law library services (eg St Vincent De Paul, Cahoots or White Bird, other public libraries in Lane County, etc). Sue was unclear whether or not all members need to resubmit an application; she will investigate and let everyone know via email.

The LLAC is also assigned an LCBA liaison; as of this meeting, the incoming person for this role has not been identified. Brad Litchfield, incoming LCBA President, has been in touch with Jenny and Shane to let them know committee liaisons will be identified next month.

Further, in addition to the 2 attorney positions, LCBA appoints a law student member to fill a 1-year position on the LLAC. To generate some possible contenders, Sue reached out to UofO Law Library colleagues to ask for recommendations and received one name; she also emailed Brad to request a list of law school student members. Because it's now summer, it may be a challenge to find anyone before September, but Sue will make every effort to facilitate. When asked if 2Ls could be considered instead of just 3Ls, Shane suggested that 3Ls are likely the ones who have the most availability.

Lastly, Sue mentioned that she knows UofO Law School ex-officio member Megan Austin is leaving Oregon. Sue plans to connect with other UofO law librarian colleagues to ask who they'd like to appoint as Megan's replacement.

- b. LLAC meeting schedule for FY21-22. LLAC is grateful that Commissioner Pat Farr has been appointed as BCC liaison to our advisory committee. In response to his expressed challenge of attending Tuesday meetings, Sue proposes changing them to Thursday afternoons at the same time (3:30-5:00pm). All committee members were agreeable to this change. As identified in the agenda, the planned dates for meetings in 2021-2022 are as follows:
- July 22
  - September 16
  - November 18
  - January 20
  - March 17
  - May 19
- c. Updates:
- i. Law Library library assistant recruitment. Due to the potential space planning/bookshelf reorganization project (discussed under New Business), recruitment and hiring of a library assistant has been put on hold. Regrettably, the Law Library budget simply can't afford to hire an additional staff person and pay for renovations to the law library space.
  - ii. LSTA grant with SETA. The LSTA grant start date is July 1. As a reminder, the 1-year grant project is focused on creating an online portal (via SETA's website) where

detailed legal guides on landlord-tenant law and other valuable information are provided for Lane County renters. Sue continues to work with SETA and has plans to set up a regular meeting/check-in schedule with them, as well as create a project plan outline of tasks, priorities, and deadlines.

- iii. OJD budget bill. Sue provided OJD's "preliminary" budget report and summary, which wasn't entirely clear but gave some indication about law library funding for 2021-2023. Sue believes she heard correctly from her manager that, while OJD chose not to reimburse the \$900,000 that they unexpectedly took from the 2020-2021 appropriation, it appears there is a possible increase of \$300,000. However, upon closer inspection of the report, this may be incorrect, so Sue will verify.

Sue also called out the fact that the report shows OJD will create 5 additional positions for the "Multnomah Resource Center," (the inaugural "Legal Resource Center" at the new courthouse, made possible by 2017 statutory law that allowed them to take 2/3 of that county's law library appropriation for this purpose). In Sue's opinion, this suggests that OJD has sufficient monies but has chosen *not* to appropriate it to county law libraries, even though these institutions have been providing the same type of hands-on assistance to patrons for decades (despite Multnomah touting their center as "improved services" for the public).

- iv. LLAC Bylaws. Sue said that the LLAC Bylaws, reviewed over 2 years ago by LLAC members, are long overdue for getting approved by the Board of Commissioners. She would like to have LLAC review a final draft and approve it at their September meeting, in order to then route it to BCC for their official approval.

## 8. New Business

- a. Law Library space changes. Sue has been busy with County staff reviewing physical space needs for the Law Library. She initially put forth what was believed to be a "small" project of removing some bookshelves and repositioning the remaining ones (due to ADA access issues). She met with a facilities manager who reviewed the project and space, and estimated \$100,000, after noting there would likely be lighting, flooring, and other related issues that would arise. Suddenly, this small project had turned into a gigantic space overhaul.

A total price tag of upwards of \$100,000 was certainly more than Sue expected and it's not feasible for the Law Library to fund such a project on its own, so she and her manager discussed the process for submitting a Capital Improvement Project (CIP) Pre-Planning form, which might allow them to utilize other funding sources.

Sue would have liked to move forward with recruitment for a library assistant, but feels modernizing and updating the law library space to most effectively serve its patrons is probably more important right now. In order to recruit quality staff, Sue believes creating a contemporary, desirable Law Library space will demonstrate the County's dedication to preserving law library services, which is undoubtedly an appealing factor for many job

candidates.

In addition to the bookshelves, Sue also wants to install new front doors that can be kept closed (to counter hallway noise and reduce the spread of germs), have increased visibility (perhaps made of glass), and incorporate ADA/automatic access entry; this project was estimated at \$50,000. Sue and her manager are looking at ARPA grant money as a possible source of funding. Sue attempted to apply for an ARPA grant through the State Library of Oregon (SLO) (deadline June 30), but doors were not an eligible expense under SLO rules. Instead, Sue will consider submitting a grant application for funds to be used on an exterior library collection box, new non-cloth chairs for the library, and a “hygiene station” that offers masks, tissues, and hand sanitizer.

Sue wanted to reopen the first week of July, but is not sure that can happen especially if there’s possibility for a CIP to be initiated; she also hoped to have new doors before opening back up to the public. Erika asked whether the Law Library was subject to the County’s larger reopening plans, and Sue explained that many parts of the County never actually closed, but that she was aspiring to coordinate with County Administration and the reopening of their front reception desk. Sue’s boss raised the issue at a recent staff meeting, and he and Sue were told to submit a reopening plan in order to consider next steps. Sue is putting such a plan together.

- b. Access the Law summer clerks. Marc reminded Sue that Access the Law hires summer law clerks and that they would be available to help craft legal information guides on landlord-tenant law (as part of the SETA grant project). Sue said, since the grant starts in July, she wasn’t sure if they’d be in a place to utilize the students’ help but that she would reach out to SETA staff to discuss. They may need to first hire a web designer to discuss the project’s steps; Sue will get going on this ASAP.

9. **Next Meeting:** Thursday, July 22, 3:30-5:00pm

10. **Adjourn**

The meeting was adjourned at 4:55 p.m.