

CMCLLD Annual Meeting, 12/12/2017 at the JCECC

Meeting was called to order at 10:08 a.m. by Kate Martin, Chair.

Kate Martin, Chair, Montgomery County Circuit Court Law Library welcomed everyone.

Attendees included: Anne Arundel County Public Law Library Director Joanie Bellistri; Baltimore County Circuit Court Law Library Director Stephanie Levasseur with staff members Kate Hobner and Scott H. Stevens; Carroll County Circuit Court Law Librarian Florence Barnes; Charles County Public Law Library Director Mary Jo Lazun; Howard County Circuit Court Law Library Director Sandy Brewer; Prince George's County Circuit Court Director of Library Services Tonya Baroudi; Md State Law Library Director Steve Anderson, Md State Law Library Deputy Director James Durham, Md State Law Library Head of Reference & Outreach Catherine McGuire; Lonni Kyhos Summers, Esq., Access to Justice Department, Administrative Office of the Courts; Frederick County Circuit Court's Court Administrator Judy Lohman and Peoples Law Library Web Content Administrator Leland Sampson. Guest Speaker: Tia Lewis, Communications Specialist, Prince George's County Circuit Court.

**Improving Communications: Internal & External.** Guest Speaker, Tia Lewis, Communications Specialist, Prince George's County Circuit Court, spoke to the group. Ms. Lewis' presentation, "Effectively Communicating Your Message," will be posted on the CMCLLD's Wiki. Her presentation included: know who your audience is; there are different types of communication - Internal, External and Targeted; if you use social media, a protocol policy is beneficial; how to leverage social media: actively listen to your audience, aim to engage your audience and get feedback and set clear expectations; how to brand your organization by identifying your mission, manage your message, and articulate long term and short term goals; to collaborate or not, collaborations should always parallel the mission and vision of the organization and that effective collaborations should reap positive rewards.

**New Access to Justice Initiatives - Information Kiosks in Md Circuit Courts.** Steve Anderson passed out a sample page of a library kiosk portal which can be viewed at <http://mdcourts.gov/marylandstatelawlibrarykiosk/>. Steve said that a Survey was sent to Md Circuit Court Administrative Judges, Court Administrators and Clerks of the Court asking: Do you want a State kiosk? Survey ended in November 2017. Steve reported that 63% responded that they already have something in their Law Library and that the public has access to it. Steve is considering a pilot kiosk program in Dorchester County as they have expressed an interest in same. Lonni said that the new interface is ready to go and suggested that signage would be helpful to direct users to the kiosk. Steve said that Carroll County, for example, can update their Self-Help Computer Center kiosk portal with this

new interface. He also wanted to point out that the 'Email a Law Librarian icon' only goes to the Md State Law Library right now. Joanie suggested that Steve give a presentation on kiosks at a Court Administrator's meeting to market kiosks where there are no librarians. Kate suggested that a sub-committee be formed; however, the decision was made to go forward with a pilot program with Dorchester & Frederick counties, and then have more discussion about chat/email service.

**Future of the CMCLLD Trifolds.** Kate Martin handed out the paper Directory trifold which outlines the Conference Purpose, its Members, Conference Activities and Leadership. Scott Stevens has been working with Kate to bring together resources in individual counties on the web and has prepared a draft which can be viewed at [www.marylandlaw.help](http://www.marylandlaw.help) Steve asked: Why are we doing this and who will maintain this information? Scott replied that this is a place where individuals can view their local county resources with links that will take you to an individual Circuit Court website. Catherine liked the underlying concept/goal but expressed a need to keep to a minimum the number of resources needing conference maintenance, and asked: How can we streamline this information into what we already have? Steve thinks Librarians have an obligation to be there and be a source of information and that individuals should find out from librarians where to go for a service rather than going through the Internet. Scott handed out paper business cards entitled "Finding Maryland Law" with the website information on it.

**Update on the Uniform Electronic Legal Materials Act (UELMA) in Maryland.** Steve Anderson thanked Joanie Bellistri, Mary Jo Lazun and Chi Song for all of their efforts with regard to UELMA. Mr. Anderson reported that the UELMA Bill passed this year's session of the Md General Assembly (See: Chapter #554 - State Government, Sub Title 16). Steve pointed out that regarding the Maryland Rules, the print version will take precedence over online content even though online content is considered full evidence of the law. With regard to Appellate Opinions and MDEC, the official record is the online record. Steve will be discussing with the Rules Committee a vendor neutral citation format. Steve said there were two wins: UELMA passed and there will be a public domain citation format.

Lunch break.

**News of Working Groups, Committees and Conferences.** Joanie Bellistri reported on the Court Access and Community Relations Committee news regarding the data dashboard at [mdcourts.gov](http://mdcourts.gov), language and interpreter services. The newly formed Accessibility and Accommodations subcommittee will focus on disability issues. She also reported that the Self-Represented Subcommittee with the Access to Justice Department has released new videos on rent court and that videos on custody

are in progress. The SRL Subcommittee is also exploring webinars for clerk's offices on resources for self-represented litigants.

Lonni Summers reported news on the Court Access and Community Relations Committee stating that Annual Report Resources for Self-Represented Litigants in Maryland Courts, FY17 has been published and contains an outline of all programs and data for service to the SRL for Fiscal Year 2017.

Catherine McGuire reported on the progress of a working group on legal reference training for public library staff. The working group, including Catherine, Joan Bellistri, and Access to Justice Commission Executive Director Reena Shah, has met with statewide public library system directors and the Maryland State Librarian, Irene Padilla, and is in the process of scheduling the first trainings for March and April, 2018. Catherine presented the State Law Library-hosted web page "Just for Librarians" which lays out the elements of the training. She asked for volunteers to help train. Joanie, Flossie, Sandy, Kate and Tonya volunteered. Catherine would like to continue to use the same curriculum and keep training sessions scheduled on a yearly basis. Mary Jo said that she has been meeting with surrounding counties (Charles, St. Mary's and Calvert), will do a class in January 2018 for them and will incorporate the statewide proposed elements.

Mary Jo Lazun reported Court Equity Sub-Committee news and stated that court law libraries have not been discussed.

Kate Martin reported news of the Conference of Circuit Court Administrators meeting that she attended on 11/28/17. She was a guest speaker and answered the question: What do you [librarians] do? Kate distributed a Draft of the 2016-2017 Annual Report and that went over well. She told them that 1/3 of libraries are staffed but there are other ways we can help with court libraries that are not staffed. For example, providing kiosks and regional training programs; the group seemed very receptive to these suggestions. Kate asked do we want a representative to attend Court Administrator meetings as ex-officio member? Catherine thinks it will be a good idea in that it will help us better serve them. Kate Martin with the assistance of Judy Lohman will request that a Law Library item be placed on the Agenda for each meeting of Court Administrators and that a Law Librarian representative attend as an ex officio member.

**New Directions for the Peoples Law Library.** Leland Sampson, new Director of the People's Law Library passed along to the group that a static version of the PLL has been loaded onto the Department of Corrections computers and he is working on doing the same for County Detention Centers. He noted that this static version can be placed on a PC that is not networked. Kate asked if he will be traveling

around the State to showcase the PLL. Mr. Sampson indicated that if there is a big development on the PLL web site that he may re-visit presentations around the State.

**Solving Issues with Westlaw Passwords.** Steve Anderson passed around the room a form to fill out regarding the best way we would like Westlaw passwords, Code books, and Md Reports/Md Appellate Reports handled insofar as who will be handling what. He stated that the Md State Law Library will cc us when passwords are sent out for Law Clerks and will delete Law Clerk passwords at the end of their employment with the Md Judiciary. Tonya asked if Paralegals may have a Westlaw password. Steve replied that with permission from a supervisor, yes, they may. Steve also reported that the current Westlaw contract ends February 2018 and said that the RFP is ready for procurement to look at.

**Round Robin: The Best and Worst of Times (Opportunities/Challenges).** Everyone stated their opportunities and challenges. In bulk, opportunities included offering Public Librarian Training, hiring new staff, learning from each other, lucky to have commitment from Judiciary to keep providing access to justice, receiving unexpected general funds to use for Judges and their Bench books. Challenges included declining revenue, renovations, having positions vacant for long periods of time, needing help to weed through print collection, inventory of special collection books.

**News of the Conference.** Kate Martin, Chair. #1) Motion to adopt Final Minutes of CMCLLD's 9/11/2017 Meeting; all in favor - approved. #2) CMCLLD meetings for 2018: March 2018 - Baltimore County; June 2018 - Anne Arundel County; September 2018 - Frederick County; December 2018 JCECC - Annapolis. #3) Guest Speaker at each meeting? Yes, group would like Guest Speaker at each meeting. Planning on MDEC speaker for 1st Quarter meeting in March of 2018.

Meeting adjourned at 2:25 p.m.