

**Workgroup on Libraries & Access to Justice**  
**Minutes of the**  
**Workgroup on Libraries & Access to Justice**  
**January 7, 2020 | 10:00 am**  
**Room 4B, 225 Spring Street, Wethersfield, CT**

**Members in attendance:** Atty. Jeffrey J. Dowd, , Ms. Dawn La Valle, Co-Chairs; Atty. Jamey Bell, Atty. Jan Charetto, Ms. Heather Collins, Ms. Kate Frank, Ms. Ann H. Doherty, Atty. Cheryl Halford, Atty. Anne Rajotte, Mr. Christopher M. Roy, Atty. Alexandra Gillett, Atty. Patricia Cruz-Fragoso

**Members absent:** Ms. Krista Hess, Atty. Joseph D'Alesio, Atty. Tais Ericson, Ms. Linda Panovich-Sachs.

**Guests:** Ms. Rhonda Stearley-Hebert, Ms. Alison Chandler – External Affairs Division

The meeting was called to order at 10:03 a.m.

**I. Review and approval of draft minutes – February 4, 2019**

The minutes of the February 4, 2019 meeting of the Workgroup on Libraries & Access to Justice were approved.

**II. Public Service Announcement**

Alison Chandler and Rhonda Stearley-Hebert suggested that, in order to have the best chance of being aired, the PSA needs to be no longer than 30 seconds. The current story board could be shot and posted online and in other locations, but if the Workgroup would like the PSA to run on air, it should be limited to 30 seconds or less. To do this Alison suggested and the Workgroup agreed that the PSA needs to be focused on one interaction similar to the following:

Library Patron: "I just got this legal notice."

Public Librarian: "Here are your choices.

1. I can try to assist you here.
2. Or you can use the resources in the court; such as the Court Service Centers and the Law Libraries.
3. Or you can use resources on the Internet like [CTLawhelp.org/Start](http://CTLawhelp.org/Start).

The last frame would be a URL that would take the viewer to a clearinghouse of information that further explains the choices.

The Workgroup discussed various options: – e.g. [CTLawhelp.org/Start](http://CTLawhelp.org/Start) because [CTLawHelp.org](http://CTLawHelp.org) is easier to remember than [jud.ct.gov/](http://jud.ct.gov/). The Group also discussed the possibility of using a mask on a website, which would create an easy to remember URL over the Branch's existing page. Jan suggested including the phone number for Statewide Legal Services 1-800-453-3320 for those who do not have computer/internet access.

Rhonda and Alison suggested producing a video PSA which could be tweaked afterwards for use as an audio PSA. The tagline "Know where to start" is problematic because just listening to audio it can be misinterpreted as "Nowhere to Start". Audio could be recorded in a Spanish, Portuguese, Polish or versions to reach the blind and disabled.

Dawn mentioned another avenue for reaching patrons via PSA video. She said that most public libraries have monitors that run on a loop. Dawn feels that public librarians are in a good position to act as navigators to get people to the right place.

### **III. Speakers Bureau**

The Workgroup discussed the ongoing Speakers Bureau project and, after reviewing options online, felt that a link on the For Librarians page <https://www.jud.ct.gov/lawlib/libraries.htm> under “Classes and Tours” to a separate brochure would be the best approach. The brochure would list the speakers other than judges such as staff from the Court Service Center, Law Library, ADA, and LEP programs.

Cheryl Halford will work with MaryAnn Rodd concerning the brochure. External Affairs will be the email contact for the brochure.

### **IV. Legal Corner**

Heather suggested putting a link to “Represent Yourself” on the public tab on the Judicial Home page. We can ask public libraries to put a short cut to the Represent Yourself page on their patron desktops. It was agreed the audience for the legal corner is both public librarians and public patrons.

Alison suggested masking the URL to “Represent Yourself” to coincide with whatever marketing comes out of the PSA e.g. “Library Corner”.

### **V. Hands-on Legal Reference**

Chris reported a new Hands-on Legal Reference class will take place in April. He will contact Gail Hurley to make the room reservation. [Subsequently the program was postponed due to the COVID-19 pandemic].

#### **Actions:**

1. Alison Chandler will work up a script for a 30 second PSA based on the message the workgroup came up with.
2. Jeff Dowd will review the *Representing Yourself* page <https://www.jud.ct.gov/lawlib/SRP/> to see if other links are needed.
3. Cheryl Halford will work with Mary Ann Rodd to create a brochure featuring speakers that public libraries would be interested in hosting.
4. Workgroup members will think about a tagline to replace “Know Where to Start.”

### **V. Next meeting**

The date of the next meeting is Friday March 13<sup>th</sup> at 1:30 p.m.

The meeting was adjourned at 3:00 p.m.