

**Workgroup on Libraries & Access to Justice
Minutes of the
Workgroup on Libraries & Access to Justice
October 25, 2017, 2:00 p.m.
Room 204, 225 Spring Street, Wethersfield, CT**

Members in attendance: Atty. Jeffrey J. Dowd, Ms. Krista Hess, Ms. Dawn La Valle, Co-Chairs; Ms. Ann H. Doherty, Atty. Cheryl Halford, Ms. Linda Panovich-Sachs, Atty. Anne Rajotte, Mr. Christopher M. Roy

Members absent: Atty. Jamey Bell, Ms. Heather Collins, Ms. Kate Frank, Mr. Kirk Morrison, Mr. Jonathan Stock

The meeting was called to order at 2:05 p.m.

I. Review and approval of draft minutes – January 18, 2017

The minutes of the January 18, 2017 meeting of the Workgroup on Libraries & Access to Justice were approved by those members who attended that meeting.

II. ABA Free Legal Answers

The discussion updating the status of the service was postponed due to the unavailability of Ashleigh Backman, Statewide Legal Services of Connecticut.

III. Program Proposal for 2018 CLA Annual Conference

Chris Roy discussed the program proposal for the 2018 Connecticut Library Association Annual Conference. Chris, together with Connecticut State Library librarians Nancy Lieffort, Connecticut State Documents, and Lizette Pelletier, State Archivist, are planning a program on the topic of current and historical Connecticut court records, what records are available, and how and where to find those documents. Chris stated that the application indicates that the CLA committee would review proposals for programs of either 50 minutes or 2 hours in length. Chris thought a 2 hour program would be work best, given the proposed topic. Dawn La Valle suggested that the proposal for a 2 hour presentation be footnoted to state that the program could be condensed into a 50 minute program, if necessary for scheduling purposes. The deadline for the submission of the proposal application is November 24, 2017.

III. Update on Proposed Program Initiatives

a). Public Service Announcements (PSA)

Krista Hess provided the attendees with the list of recommended initiatives and prioritization plan that the workgroup had determined at the January 2017 meeting. The initiatives were reviewed and a discussion took place as to the feasibility of undertaking certain initiatives. It was determined that the recommendation to undertake the public service announcement (PSA) campaign was the best and most logical recommendation to pursue first. It was stated that additional marketing efforts would emerge as a result of strong PSA initiatives. The use of videos, radio announcements, and public radio community programs was discussed. Krista stated that a proposal outlining the direction and plans for the PSA initiative would need to be drafted and presented to the Access to Justice Commission (ATJ) for approval. Krista volunteered to draft the proposal.

b). Speakers Bureau

The workgroup agreed to pursue the creation of a speakers bureau program to offer to public librarians. It was determined that information and an application form would be made available on the “For Librarians” page, on the Law Library Services web page. The need to draft an application form was discussed and it was decided that the form should include information about the subject areas and topics a speaker may cover. In addition, the workgroup discussed the need to draft guidelines establishing the parameters of the service, such as the minimum number of attendees, location and time of the program, etc. Both the form

and the guidelines will be presented to the ATJ Commission for approval. Cheryl Halford volunteered to draft the form. Dawn volunteered to draft a guidelines content checklist.

c). Legal Corner

The establishment of a “legal corner” in public libraries was discussed as a way to create a hub for patrons to access law-related resources and forms. The workgroup determined that such an area could be created in public libraries by the public librarians. It was decided that guidelines should be drafted, providing details about what materials could be included in a “legal corner.” The guidelines will be presented to the ATJ Commission for approval. Jeff Dowd volunteered to draft the “Legal Corner” setup guidelines.

d). Training Programs for Public Librarians

The training programs for public librarians conducted by workgroup members, Chris Roy, Anne Rajotte, and Cheryl Halford were discussed. The need to continue offering training programs in various locations throughout the state was recognized. In order to plan future training programs the workgroup discussed the need to review the findings of the surveys submitted by public librarians several years ago that indicated which subject areas of the law were of interest. It was suggested that the survey conducted at the Mercy Dental Clinic also be reviewed to determine program topics of interest. A summary of the results of each survey and a report on the training programs offered to date will be reported to the ATJ Commission. Cheryl volunteered to draft the summaries and the report.

Krista reviewed the assignments for the draft proposals, as follows:

Public Service Announcements (PSA)	Krista Hess
Speakers Bureau - Form	Cheryl Halford
Speakers Bureau – Content Guidelines	Dawn La Valle
Legal Corner	Jeff Dowd
Training Programs – Survey Review	Cheryl Halford

Krista requested that the drafts of the actions to be undertaken for each initiative be submitted to her during the week of November 6th. Krista stated that she would then co-ordinate a telephone conference with the workgroup members during the week of November 13th to review the materials to be presented to the Access to Justice Commission at the next Commission meeting.

IV. Next meeting

The date of the next meeting is to be determined.

The meeting was adjourned at 3:15 p.m.