

DRAFT MINUTES, NOT YET APPROVED
Connecticut Judicial Branch
Law Library Advisory Committee

The Connecticut Judicial Branch Law Library Advisory Committee met on December 1, 2023, via the remote platform – Microsoft Teams.

Present

Hon. Erika M. Tindill, Chair
Hon. Lisa Grasso Egan, Vice Chair
Hon. William F. Clark
Hon. Barbara A. Hoffman
Hon. W. Glen Pierson
Atty. Michael R. Brandt
Atty. Adam J. Cohen
Atty. William H. Clendenen, Jr
Atty. Eamonn S. Wisneski
Prof. Jordan Jefferson
Prof. Jessica de Perio Wittman

Absent

Hon. Robyn Stewart Johnson
Prof. Femi Cadmus

Other Attendees

Ms. Deirdre M. McPadden, Director, Judge Support Services
Ms. Claudia Jalowka, Deputy Director, Law Library Services
Mr. Jeffrey Dowd, Supervising Law Librarian, Law Library Services
Mr. Christopher Roy, Supervising Law Librarian, Law Library Services
Mr. Michael Snyder, Court Planner, External Affairs

Judge Tindill chaired and called the meeting to order at 3:00 p.m.

I. Introduction of members

Judge Tindill introduced herself as the new Chair for the Committee and invited other new committee members to introduce themselves. Jordan Jefferson, Quinnipiac School of Law Linnell Pantalena Law Library, Judge William F. Clark, and Judge Lisa Grasso Egan each introduced themselves.

II. Approval of Minutes

A motion was requested by Judge Tindill to approve the minutes from the November 5, 2021, meeting. The motion was made by Atty. Wisneski, seconded by Judge Pierson, and approved unanimously.

III. Law Library Operations

Claudia Jalowka reported the following in connection with the Law Library Services Unit:

The Law Library Services Biennial Report –

- The report has been posted to the Law Libraries' website. A continued shift to remote reference services was noted. These services include the LLS's Ask a Librarian email reference and Live Chat, and the Judicial Branch's Feedback email service. An increased number of patrons, especially legal professionals, are choosing to engage with the libraries via these services or by

emails to individual librarians. It was noted that not only has the volume of remote reference increased, but the complexity of the questions has increased.

Staffing –

- The Law Library Services administrative team was introduced to the Board. The team consists of the Deputy Director and the two Supervising Law Librarians, Jeffrey Dowd and Christopher Roy.
- Since the last meeting of the Law Library Advisory Committee, there have been two staff retirements. Deputy Director, Ann Doherty, retired after 25 years with Law Library Services, with 10 years as the Deputy Director. George “Tony” Booth retired from his position of Law Librarian for the Danbury Judicial District, after 16 years with Law Library Services.
- There have been two position changes within staffing. Supervising Law Librarian Claudia Jalowka was promoted to the position of Deputy Director, Law Library Services, and New Britain Law Librarian Christopher Roy was promoted to the position of Supervising Law Librarian.
- Law Library Services Unit has hired five (5) new law librarians. The new librarians are Danielle Bean, Emily Berardino, Anna Dauphinee, Rebecca Greenlee, and Mollie Steinmetz.

FY2022 and FY 2023 Budgets –

- In both 2022 and 2023, budget projections for FY2023 and FY2024 expenditures were submitted. Projections considered the prior year’s allocations and expenditures for print materials and electronic services, contractual obligations, and anticipated subscription increases. Each year saw a modest increase in the budget allocation.
- It was noted that in 2023, vendors began notifying the libraries to expect higher than usual price increases for the coming year. Price increases are currently running 20 to 30% on average. Also, changes in the of usability of some print material is prompting a conversion to strictly online format.

Status of Libraries –

- The Patron Access Westlaw contract was renewed. The new three-year contract began November 1, 2022.
- Following assessment and negotiations, the Law Library Services entered into an agreement with Wolters Kluwer for a subscription to the VitalLaw platform. This subscription brings electronic access to the titles published by Wolters Kluwer to which the law libraries subscribe. This access is available to Superior Court researchers and public patrons in the law libraries.
- In November 2023, a new Library Management Agreement (LMA) was signed between the Law Library Services Unit and Thomson Reuters (West) Publishing. This is a 5-year agreement.
- On June 22, 2022, the Bridgeport Law Library reopened upon the completion of the roofing repairs which had begun in August 2021. In May 2022, new flooring was installed on the library’s mezzanine level.
- The Law Library Services administrative team worked with the Materials Management Unit to develop a new system for tracking titles removed from the law libraries’ collections. The Supervising Law Librarians developed a new standardized Check-In Ledger that incorporates the required controls. The Supervisors provided training to all staff and created a reference video on the new Check-In Ledger.
- In June 2023, the Supervising Law Librarians presented Budget Ledger training/refresher to all law library staff to review the standardized Budget Ledgers.

Activities –

- The Law Librarians continue to actively engage in outreach to the public, both directly and through the public libraries in Connecticut, and to the legal community, and the judges and staff within the Judicial Branch itself.
- Supervising Law Librarian Chris Roy provided three *Hands-on Legal Reference for Public Librarians* programs through the Connecticut State Library. This program is an initiative of the Judicial Branch Access to Justice Commission’s Librarian Workgroup. The programs were held in February in 2022, and in June and September in 2023.
- Supervising Law Librarians Jeffrey Dowd and Claudia Jalowka in February and October 2022, and Jeffrey Dowd and Christopher Roy in October 2023, provided overviews of the law libraries’ services to self-represented parties and access to justice initiatives to the University of Connecticut School of Law’s Access to Justice classes.
- At the end of March 2022, the Unit reported out its first quarter using the newly revised statistics reporting. The new statistic place additional emphasis on the resources utilized by staff when responding to remote reference queries.
- Supervising Law Librarian, Jeffrey Dowd, as a member of the Judicial Branch Web Board and Co-Chair of the Access to Justice Commission’s Workgroup on Libraries, is working on creating a service matrix for the Judicial Branch webpage. He also continued to work on a Public Service announcement for the Workgroup.
- In April 2022, Supervising Law Librarians Claudia Jalowka and Jeffrey Dowd, together with Law Librarians Christopher Roy, Michael Beetham, and Taryn Agati, conducted a Pre-Bench presentation for the newly appointed 2022 Superior Court Judges and Family Support Magistrates. In May 2023, Christopher Roy and Jeffrey Dowd, along with Michael Beetham, provided the presentation to the 2023 class of new judges and family support magistrates.
- Between August and October 2022, Christopher Roy and Michael Beetham conducted orientation training sessions for the incoming Superior Court Legal Research Clerks via Teams. They provided this orientation training again for the 2023 class of Superior Court Legal Research Clerks between July and October 2023.
- In September 2022, Christopher Roy and Michael Beetham provided orientation training for the incoming Supreme and Appellate Court Research Clerks via Teams. This orientation training was provided again in September 2023, for the new class of Supreme and Appellate Court Research Clerks by Michael Beetham and Taryn Agati.
- In October 2022, a professor from Wesleyan University requested to have her class visit the Middletown Law Library and requested a presentation about the law library and court records. Middletown Law Librarian Karen Townsend and Rockville Law Librarian Emily Oumano prepared and provided the 45-minute presentation under the direction of Supervising Law Librarian Jeffrey Dowd.
- In January 2023, we were invited by the Co-Chairs of the Connecticut Library Association’s (CLA) Reference and Adult Services Section to present a program at the CLA’s Annual Meeting on May 2, 2023. Emily Oumano, Law Librarian at Rockville, and Anna Dauphinee, Law Librarian at Bridgeport, presented the program *Navigating the Law Library Services Unit, CT Judicial Branch* at the Association’s annual meeting in Groton. Supervising Law Librarian Christopher Roy oversaw the program and was present at the program.
- In March 2023, upon request, Hartford Law Librarian Sean Carey and Supervising Law Librarian Christopher Roy presented a training session to new staff in the Family Clerk’s Office in the Hartford JD.
- On March 15, 2023, Deputy Director Claudia Jalowka was a panelist on the program *The Law Library of the Future* during the NELLCO 2023 Annual Symposium. The program envisioned

the law library of 2050, and Claudia provided the perspective of a court library. Several staff members attended various programs and roundtables over the five-day Symposium.

- The Connecticut State Library Division of Library Development in May 2023 invited Astoria Ridley, Law Librarian at New Haven, to participate on their Diversity, Equity, Inclusion (DEI) Accountability Team.
- Emily Oumano, Law Librarian at Rockville, was invited to join the NELLCO Continuing Education Committee. It is a 2-year appointment.
- Jeffrey Dowd participated in the Call Center orientation for new employees in September 2023. Other presentations were in January, March, and May 2023.
- As of this year, eight law librarians have completed either or both of the Judicial Branch's Supervisory Employee Education & Development (SEED) or the Leadership Employee Education & Development (LEED) programs.

Committee Activities –

- Education & Training Sub-Committee
 - June 9, 2022, was the Unit's Annual Staff Development Meeting via Teams. The Program was on the *Centralized Infractions Bureau*. The presentation was followed by three round table discussions on current matters.
 - On October 18, 2022, the librarians participated via Teams in the Employee Education and Development Unit's *MBTI, Unlocking the Power of a Team: Using the MBTI Assessment* program.
 - On May 3, 2023, the Committee coordinated a program via Teams on *Working with Patrons with Mental Health*, presented by an employee at DMHAS.
 - The 2023 Annual Staff Development Meeting was held on June 8 via Teams. Speakers from the Office of Victim Services (OVS) and from Office of the Victim Advocate (OVA) spoke. Each presented an overview of the services provided by their organization and then responded to questions from staff.
 - On October 30, 2023, the Committee coordinated an in-person a training program entitled *Introduction to Criminal Procedure* presented by a Supervisory Assistant State's Attorney.
 - On November 9, 2023, the Committee coordinated tours of the Connecticut State Library and the Connecticut Legislative Law Library for staff who started after 2012. Our librarians were able to learn about the collections and services at those libraries and to establish personal connections with their librarians. The goal was an understanding of how the three libraries work together to serve the needs of the community.
- Marketing Committee
 - In March 2022, the 2022 Law Day Posters were distributed. The year's theme was Toward a More Perfect Union: The Constitution in Times of Change and featured an image of the Constitution. Copies were distributed to all libraries and to Clerk's Offices. In April 2023, the 2023 Law Day Posters were distributed. This year's poster featured a red, white, and blue theme and recognized the 65th anniversary of Law Day.
 - In June 2022, the Committee added a new Dose to the collection on the website. Titled *Samuel Huntington (July 16, 1731 - January 5, 1796): The First President of the United States?*
 - In September 2022, the 2023-2024 Unit's calendars were released. They were distributed to Clerks' Offices and other departments within Judicial. In November 2023, the 2024-2025 calendars were released. They were distributed to Clerks' Offices and other departments within Judicial.

- The Marketing Committee initiated a new marketing outreach to public librarians. On a quarterly basis, the Committee will post to the Connecticut Librarian listserv, ConnTech, information about a specific service or resource available in or from our libraries that can assist public librarians in providing legal assistance to their patrons. The first posting was sent on September 1, 2023.
- The Employee Education and Development Unit included the dose on *Witches and Witchcraft – the First Person Executed in the Colonies* in their October 2023 Featured Resources service.
- New Attorney Program Committee
 - The Committee adapted elements of the *Connecticut Legal Research and Courthouse Resources for New and Experienced Attorneys* program into a presentation for the newly hired law librarians. This program is presented by MaryAnn Krivicky, Law Librarian at Bridgeport, and Taryn Agati, Law Librarian at Torrington.
- Outreach & Training Committee
 - The Committee posted two revised videos to the LLS website. The videos are: *Browsing Connecticut General Statutes* and *Searching Connecticut Statutes*.
 - Committee Chair Emily Oumano worked with the Information Technology Division Training Unit to develop a training session on the use of PowerPoint to create instructional and informational videos. Members of this Committee and the Self-Represented Info. Committee attended the resultant training sessions in October and November 2023. This training will become part of the ITD Course Catalog and will be available to all Judicial employees.
- Cataloging & Original Cataloging Committee
 - In March 2023, the Catalog Committee launched part 2B of the Nolo catalog conversion project. In this phase all librarians moved all Nolo holdings to serial holdings.
 - In April 2023, the conversion of the Understanding Series commenced. It was completed in June of 2023.
 - In July 2023, the conversion of the NCLC Series commenced. It ended in September 2023.
 - In August 2023, the conversion of the Nutshell Series commenced and is ongoing at this time.
- NewsLog Committee
 - As of the end of the Fiscal Year 2023, the NewsLog had 875 active subscribers. This is a gain of 75 subscribers over the prior fiscal year.
- Training Sub-Committee
 - In September 2023, the Training Sub-Committee wrote a user manual for the new VitalLaw application for institutional users. The newly created user manual was then amended to create a manual for use with the public access version of the application on the E-Research Portal.
 - The Committee provided training to all law librarians on the use of the VitalLaw application on September 27 and 28, 2023.
- Self-Represented Info. Committee
 - In January 2022, the video for *Filling Out and Filing an Appearance Form* was revised and posted.
 - In August 022, a video entitled *Motion to Open a Judgment* was posted.
 - In January 2023, the Self-Represented Parties Information Series Committee was renamed the Self-Represented Info. Committee.
- Webpage Committee

- In January 2023, the Committee engaged in a process to redesign the *Representing Yourself* page. The impetus for this is to make the information found on the Self-Represented Info. Committee's page easier to find.
- **Discussion –**
 - Directions on where to find the Law Library Services Biennial Report were provided.
 - Judge Tindill expressed pleasure with the reported staffing levels.
 - The issue of the 20 to 30% increase for publications was discussed.
 - Judge Tindill read for the Committee the Kudos for the law libraries that appeared in the December 2023 issue of the Court Operation's *Water Cooler* newsletter.
 - A discussion of the content of the NELLCO program on *The Law Library of the Future* took place.
 - Attorney Clendenen asked if law libraries had any recent data on the cost and complexity of legal research for small firms and solos, and any data showing increase in patronage from bar members due to this. He suggested the law libraries consider surveying attorneys. He expressed concern about the law libraries' relatively flat budget.
 - Judge Egan asked if we could track use of library services by attorneys.
 - Professor De Perio Witman asked if we took the opportunity to negotiate multi-year contracts with vendors to freeze rates for a period of time. This form of contracting with vendors was confirmed as being in place for the law libraries.

V. New business –

- Suggestion to explore the viability of conducting a survey for legal professionals, or of tracking library use by legal professionals.
- Suggestion to further explore potential impact of vendor price increases on the future Law Library Services' budget.

VI. Future meetings and adjournment –

- The tentative date for the next meeting is May 10, 2024.
- Motion to adjourn by Judge Clark, seconded by Judge Pierson.
- The meeting adjourned at 2:56 p.m.