

## Clay County Law Library Board Meeting

Minutes from March 9, 2018

Members Present: Jenny Samarzja, Judge Michael Fritz, Jade Rosenfeldt, Tracy Gompf, Jean Hannig, Jenny Mongeau

Members Absent: Mara Rausch, Larry Schwartz

Non-Member Present: Elaine Beitelspacher

Meeting minutes from December 4, 2017 were reviewed. Jenny Mongeau made a motion to approve, seconded by Jade Rosenfeldt and motion carried.

Budget and financial information was reviewed. The balance in our excess account was \$79,832.88 as of April 2, 2018. Income from library fees was \$14,369.98 and expenses were 14,667.90 which left a negative balance of -297.92 in the general revenue account. Jenny Samarzja noted that \$730 to Legal Services for on-site legal help. Also, \$367 is paid monthly to Academy Computer Services for computer services at the jail Westlaw terminal.

Patron usage of Westlaw research terminals was reviewed. Discussion about moving Westlaw research terminal to new jail. There had been some problems when MSUM terminal was moved several years ago. Jenny Samarzja will contact Westlaw about the move. Tracy Gompf talked about increasing signage and promoting usage at the MSUM terminal. Elaine Beitelspacher will contact Westlaw to get signage for campus buildings.

Information about the legal self-help clinic at the library was reviewed. 24 people were helped in January and 17 in February. Jenny Samarzja asked about when we should consider increasing the hours and if other expenses would need to be cut to pay for it. Jade Rosenfeldt said she would like to hear the self-help attorney, Emily Lundbohm's perspective. Would she be able to come to the next meeting? Judge Michael Fritz would like to know if she is turning people away and if it would be necessary to increase library fees in order to pay for her. Jenny Mongeau would like to know how much time on average is being spent with each person.

The next meeting will be the Annual Meeting and it is scheduled for Monday, June 4, 2018. Tracy Gompf will not be attending. He wishes to be replaced by Jean Hannig. He will also ask Larry Schwartz if he would like to appoint a proxy or if he has any suggestions about a replacement for his board seat.