

## Clay County Law Library Board Meeting

Minutes from June 10, 2019

Members Present: Jade Rosenfeldt, Cecilia Knapp, Jean Hannig, Judge Michael Fritz, Mara Rausch, Samantha Berglin

Members Absent: Jenny Mongeau, Larry Schwartz

Non-Members Present: Courtney Walkup

Meeting minutes from April 1, 2019, were reviewed. Jean Hannig made a motion to approve, seconded by Cecilia Knapp and the motion carried.

Budget and financial information was reviewed. Jade Rosenfeldt noted the decrease in funds has continued from the first quarter of the year into the second, to which Mara Rausch pointed out was generally expected due to the Legal Services of Northwest Minnesota self-help clinic costs. There is no current alarm related to the budget and finances, but it was agreed that the board will keep an eye out for any adverse trends.

The patron usage of Westlaw research terminals was reviewed. The reports indicated normal levels of Westlaw use. Courtney Walkup noted that despite the numbers, she doesn't notice many patrons using the Westlaw terminal in the law library and speculates that it gets most of its traffic in the afternoons when she is not present.

The law library's copy of *Constitutional Law in a Nutshell* by Barron & Dienes was discussed. In early April, Courtney Walkup discovered that pages 1-44 had been torn out of the book. Due to the damage, it was suggested that the book be replaced. Mara Rausch moved to approve the replacement, seconded by Jean Hannig and the motion carried.

The law library collection list was discussed. At Jade Rosenfeldt and Cecilia Knapp's request, Courtney Walkup conducted a basic inventory of materials in the law library and compared the findings to the collection list currently on the Clay County website. Several items need to be updated. Courtney also noted that she was unsure of whether the collection list was meant to include materials housed at MSUM in addition to the law library's materials. Jean Hannig provided explanation on the legal collection at MSUM as to which materials are provided by the county, which materials are no longer being updated, and clarification on how the materials in reserves are handled. It was decided that Courtney Walkup would create an updated list containing law library materials specifically.

Postage and office paper costs were discussed. Since the last meeting, the process for handling postage and office supply costs has been established so that the law library isn't using funds from the Attorney's Office.

The Toshiba copier was discussed. When asked how the copier was working, Courtney Walkup reported that aside from paper and feeder jams, it functions fine. Any issues that arise can usually be fixed by unplugging the machine and restarting it. Courtney went on to report that there have been patrons wanting to scan documents rather than making copies. She noted that it gets

requested maybe once every other week. Additionally, Courtney reported her findings on what the proposal e-mail from Tiffany Bolgrean, discussed at the prior meeting, entailed. The Cost-Per-Copy (CPC) model offered by Toshiba charges \$0.0049 per printed page. There is an option to have a preset number of copies that gets paid for every month at the same rate but then charges \$0.0066 for any copies made in addition to that preset amount. Judge Michael Fritz inquired into what the CPC charge covers exactly. Courtney thought it covered the toner Toshiba automatically sends the library. She will look into what items CPC covers and report back. Mara Rausch suggested that if the copier is not broken, purchasing a replacement is not currently necessary. It was agreed that the board will put replacing the copier on hold until it becomes a more crucial issue.

The topic of the law librarian's summer hours was discussed. As Courtney Walkup is not in class for the summer, she made the board aware that she was willing to take on more hours at the library. Jade Rosenfeldt and Jean Hannig inquired into patron interaction with the librarian during the self-help clinics. Courtney explained that during the clinic, she assists when she can through providing forms to patrons and telling them how the clinic operates. It was suggested that Courtney be permitted to work up to 25 hours per week so that she can be present during the self-help clinics held on Tuesday afternoons. Jean Hannig moved to approve the increase in hours, seconded by Judge Michael Fritz and the motion carried.

Finally, the annual board elections took place. Mara Rausch put in her resignation to the board and recommended instating Samantha Berglin in her place. After some light discussion, Judge Michael Fritz moved to extend the positions of the existing members and instate Samantha Berglin in Mara Rausch's place, seconded by Jean Hannig and the motion carried.

The current Law Library Board of Trustees is as follows:

**Jade Rosenfeldt**, Attorney at Law, Vogel Law Firm, President  
**Michael Fritz**, Clay County Judge  
**Jean Hannig**, Paralegal Department, Minnesota State University Moorhead  
**Jenny Mongeau**, Clay County Commission  
**Samantha Berglin**, Assistant Clay County Public Defender  
**Cecilia Knapp**, Assistant Clay County Attorney  
**Larry Schwartz**, Livingston Lord Library, Minnesota State University Moorhead

The next meeting is scheduled for Monday, September 9, 2019, at the Clay County Attorney's Office.