

Clay County Law Library Board Meeting

Minutes from Monday, September 10, 2018

Members Present: Jade Rosenfeldt, Judge M. Fritz, Mara Rausch, Cecilia Knapp, Jean Hannig

Members Absent: Larry Schwartz, Jenny Mongeau

Non-members Present: Anne Hoefgen, Emily Lundbohm

Anne Hoefgen and Emily Lundbohm from Northwest Minnesota Legal Services were present to discuss onsite legal help. The contract expires at the end of the month (September). Between January and June 2018, the Clinic helped 162 clients. It is estimated that 200 clients will have been helped by year end.

Regarding the 2018/2019 contract, two (2) changes are proposed. First, it is proposed that the hourly rate be increased from \$60/hour to \$70/hour. Anne noted that the goal is maintain consistency with the Judicare rate, which has increased to \$70.

Second, it is proposed to have the Clinic open more hours. Currently, the Clinic is open for 2 hours every Thursday morning. Emily staffs it most weeks. She often stays longer than her scheduled 2 hours because of the high demand.

The initial discussion is to add 2 hours on Tuesday afternoons and 2 hours on Thursday afternoons.

Emily is available to staff the proposed Tuesday afternoons. However, another attorney would have to be brought on board to work the proposed Thursday afternoons. Emily has spoken with Tim McLarnan, who expressed interest once he retires. The general consensus is to revisit the issue when Tim confirms he is available.

After discussing the potential cost associated with increasing hours, members support adding an afternoon, which would address concerns regarding clients who have shift work and cannot make the current morning schedule. The consensus is to try the 2nd and 4th Tuesday afternoon of each month. This mirrors current Legal Services programming. Adding these 4 hours each month would result in an approximate \$4,000 increase in the year.

The Board will reach out to Legal Services after 6 months to discuss how things are going. At that time, adding another 2 hours will be considered, which might be in the form of every Tuesday, or every other Thursday.

Anne and Emily are happy to answer questions from Board Members by email.

Mara Rausch moved to add 4 hours a month, for the 2nd and 4th Tuesday of the month, and moved to increase the hourly rate to \$70/hour. This was seconded by Judge Fritz. The motion carried.

Meeting minutes from June 4, 2018 were reviewed. Mara Rausch moved to accept, seconded by Judge Fritz and motion carried.

Financial reports were discussed. Cecilia noted that per an email from Elaine, the usage reports from Westlaw are not available because she has not yet received them, despite her request last week. She offered to email them to the Board once she receives them.

Members expressed the difficulty in interpreting the financial data, given its format. Members prefer to be informed as to total revenue and total expenses. Jade offered to follow-up on how the Board can receive the financial data in a format that is easier to digest. No figures were alarming. In summary, \$173 has been generated, year to date. \$101 has been generated in the most recent quarter.

Jade will send out invites for December 10.