

September 23, 2019

Circuit Court for Prince George's County

### Minutes – approved 12/09/19

1. CMCLLD members present – Mary Jo Lazun, Sandy Brewer, Tonya Baroudi, Florence Barnes (by conference call), Joanie Bellistri, Julia Viets, Lonni Summers, Steve Anderson and Catherine McGuire - introduced themselves to Prince George's County Court Administrator, Stephanie R. Maxwell, Esq., CPM. Stephanie welcomed all of us to Prince George's County and said that she was so glad that Tonya still worked at the Court when Stephanie returned to work here. Stephanie further stated that, "Librarians are like the legs on a table – you notice if one isn't there or if the table is wobbly." Stephanie is a huge fan of libraries and librarians, which she believes are essential.
2. Conference discussed the SRL Report and decided to add a paragraph about increases in SRL walk-ins over the past few years. We will also highlight off-site users of resources. Lonnie suggested that we should highlight three areas of data for the Report. Conference decided to highlight: **Helping patrons with Technology; Integration with Self-Help Centers; and Our Library Numbers**. Members agreed to point out in the Report that SRL numbers have increased by about 20% from last year.
3. Regarding the Maryland Judiciary's 2019 Strategic Plan Update, Mary Jo noted that two conference initiatives: The Conference's public librarian trainings and our Conference's work with MDEC were submitted and hopefully will be included in the report. Mary Jo will also provide statistics on law library usage for the report.
4. Mary Jo stated that the Conference's draft 2019 Annual Report is on SharePoint. We are moving anything that we use on Wiki to SharePoint. Mary Jo asked each member to identify things that we have done in the Judiciary categories by 10/1/19 (if have not done so already). Lonnie asked members to send numbers to her by end of October. Steve added that the State Law Library can no longer count catalog searches. Conference agreed to delete catalog searches from the statistics page. We agreed to use language of "interactions" instead of "questions" or "asked by" in all reports and statistics.
5. Catherine and Steve reminded everyone that the DSM-5 database is available and asked members to remind their Judges and Magistrates of the database's existence.
6. Updates from members:
  - A. Julia: Julia is working with other members of LLAM to finish the details for the LRI upcoming conference, and it's going well. Julia asked us to encourage attendance. Montgomery County Law Library's Westlaw contract is up for renewal and was approved by procurement. Julia wants the MSBA Jury Instructions to be on the Westlaw plan. Montgomery County Law Library is now fully staffed. Julie is planning a training day for the new Law Clerks.
  - B. Catherine: The Public Library Training is still going strong and Catherine is working on new content. The State Law Library public-access computers now shut down fifteen minutes before closing, and this helps to clear out the library on time. Catherine is working with Professor Ursula Gorham at I-school at College Park; sharing legal reference research/trainings. The State Law Library drafted standard script for Reference Staff to use

- when responding to email questions. The Library is hoping to have the language translated into other languages. The MLA asked Joanie and Catherine to do a pre-conference program.
- C. Mary Jo: The Charles County Law Library will have a “Lawyer in the Library” one day (a week?) Mary Jo is working on a Law Clerk training.
  - D. Flossie: The orientation for Law Clerks in the Carroll County Law Library was a success. Flossie attended a half day SME Odyssey Navigator upgrade training session at the Judicial College in Annapolis. The transition to state computers in the Law Library went smoothly. The Law Library is planning to host “Lunch and Learn” for Lexis Advance. Flossie was interviewed by a current library student (student’s class assignment) regarding librarianship as a career choice.
  - E. Steve: The Thurgood Marshall State Law Library’s renaming ceremony will be in front of the Thurgood Marshall statue on October 17<sup>th</sup> at 3:00pm. The RFP for Westlaw Edge (for Judges and Law Clerks) is currently in procurement. Legislative and internal auditors are currently working with the State Law Library.
  - F. Tonya: Law Clerk orientation will take place in the Prince George’s County Law Library on October 1<sup>st</sup>. Court Administration wants the Law Library brochure to be translated to Spanish. There will be an advanced Westlaw training on October 30<sup>th</sup>. The Everyday Law program will present a “Right at Home” series – on November 19<sup>th</sup>. The subject will be Advocacy in a Health Crisis. The Library’s digital display is up and running in the law library.
  - G. Joanie: The Anne Arundel County Law Library got the SharePoint site. The Library has a part-time position open. Future Library programs will be: an “Advice-a-thon”, “People’s Law Library Review-a-thon” and “Lunch and Learn – IEPS and 504s”. The Library now has two state computers. The Lexis contract and the Westlaw print contract were signed. The Court hired an Interpreter Coordinator.
  - H. Lonnie: The Judiciary is moving next week to its new location; JECC moves last in late October. Lonnie is excited about hosting the second annual Self-Help Provider Conference in Annapolis on September 27<sup>th</sup>. There will be webinar dates for 2020 for the Self-Help Centers. The Baltimore County Self-Help Center opening is delayed and will now open in March 2020. The next Self-Help Center to open after that will be in Rockville in 2021.
  - I. Sandy: The video-chat lawyer service is a success at the Howard County Law Library. Users of the video-chat service have only good things to say about it. The Library visitor numbers have increased over the past five months. Sandy is presenting at the MSBA Solo Summit Conference on November 8<sup>th</sup> (with Mary Jo and Julia). The new courthouse is moving along – with a June 2021 opening date.
7. The next CMCLLD meeting will be the annual meeting in Annapolis in early January 2020. Conference members agreed that a SharePoint work session will be helpful to have at the meeting.
  8. Conference members discussed having a Conference banner and voted on the color of the background – red was chosen.
  9. Proposed FY 2020 Initiatives: Outreach to Conference of Maryland Circuit Court Clerks – invite Chair to the CMCLLD annual meeting and present proposed idea for their annual meeting; Staff vendor table at Self-Help Provider Conference – during early morning and lunch with CMCLLD banner and handouts; Staff vendor table and presentation at MSBA Solo Summit Conference; Write script for a proposed CMCLLD two minute video for Maryland Judiciary site.