

CMCLLD Meeting Notes
September 8, 2022
Howard County Circuit Court
In person

Approved: September 16, 2022

In attendance:

Joan Bellistri, Florence Barnes, Sandy Brewer, Catherine McGuire, Scott Stevens, Julia Viets, Brittany West.

Activity

Welcome

The meeting began promptly at 10:00am with introductions.

Meeting Notes Approval

August meeting notes were approved by voice vote.

Member and Attendee News

Catherine (State Law Library; Conference Vice-Chair)

- The State Law Library has two open positions, Head of Reference Services and Services Librarian.
- While the planned new building is still several years away, collection review is ongoing as staff plan for the move.
- Frontlines update will be provided later in the meeting.

Sandy (Howard County)

- Library continues to be busy – in person, phone and email. The Family Law Assistance Program and the Civil Law Center are both going strong – with most sessions by appointment and one day a week for walk-in visitors.

Flossie (Carroll County)

- Christian Noble of the A2J Department has completed edits to the self-help station kiosk interface. Flossie is awaiting installation. The new interface can convert to Spanish.

Brittany (A2J Department)

- The Circuit Court video series is in final stages and will hopefully go live soon. There are six videos, including mandamus; administrative appeals; discovery; accommodations; marriage licenses; and the restricted information form. The videos will be on the website and will circulate through CourtTV.
- Court Basics videos are in production.

Scott (Baltimore County)

- CourtTV has been officially installed in a “future” waiting area.

- Renovation update: furniture for the planned self-help area is still on order. Wiring is now finished. There will be four new computers.
- Language Line will be installed. The predominant languages requested are Spanish and Russian.
- The Court Administrator Timothy Sheridan is moving to Montgomery County Circuit Court. The Deputy Court Administrator, Stephanie Medina, will be taking over as Court Administrator.
- The library is seeing an uptick in requests for paternity-related forms and requests for single status. They have a single-status information packet. Julia V. notes that Montgomery has a sample affidavit for this purpose.

Joanie (Anne Arundel County)

- There has been a request for her to create a “senior judge” library, which would include MD jury instructions, Fader on Family Law, Maryland Rules, Pleading Causes of Action in Maryland, and possibly the MD Code and other materials.
- Orphans Court and Register of Wills moved out of the building and to the former JECC.
- The courthouse continues to evaluate space to which to move the library. Floor load was evaluated and deemed insufficient in the former jury office space. Ideas are being evaluated.

Julia (Montgomery County; Conference Chair)

- Julia has completed a renewal of the EOS ILS contract and are working with procurement on the renewal of their Westlaw Patron Plan.
- The library is providing editorial assistance to Family Division and Self-Help in the revision of their FAQs, rephrasing the content to be self-represented-friendly and including specific referral resources for the questions.
- JIS is taking over the computer systems in the Circuit Court in December. Julia will be surveying the CMCLLD libraries to see what everyone has on their public computers, what works, and what may present an IT challenge upon swap-over.
- Julia and Flossie are working on a revision of CMCLLD recommendations for Chambers Collections. They are meeting this month and hope to have a draft by the Annual Meeting.
- The library did a Pride Month display. They will be celebrating Banned Book Week, and are growing a collection of the intersection of disability and law.
- They are receiving more requests for personalized trainings for new law clerks.
- Notary services are challenged by a new interpretation of Maryland notary laws, which now indicate a notary must register in the county in which they reside, no longer in the county in which they work. This has impacted the ability for library staff to renew Montgomery County registration. The library’s notary services are in high demand; this restricts their ability to help with other library needs. Also, the notary manual, formerly freely available in digital format, has been placed behind a paywall.

Microsoft TEAMS

Joanie requested that all CMCLLD documents be maintained via Teams to reduce the duplication of materials and the multiple email attachments. It was suggested that a future meeting include a brief review/training of Teams to help everyone use the system more efficiently and effectively. The group collectively agreed this was a good idea. Catherine will look for training videos that may help demonstrate how to use the systems.

Law on the Frontlines

Catherine provided an update on the status of the Frontlines project. A Workgroup meeting on Wednesday 9/7 established a plan to provide live sessions in the Fall, mostly likely Basic I, Basic II, and two topics; and to add one session of a “lab”, a new idea to provide a sandbox-experience, allowing library staff to bring real-world questions to law librarians for discussion and walk-throughs. Reena Shah (MdA2JC) has had conversations with Maryland 2-1-1 and United Way about developing similar training to their providers. The Frontlines curriculum will be reviewed with the idea of providing such training in 2023. In addition, the Frontlines Five-Year Report is under development with a planned completion in Spring 2023.

Annual Report

Julia will begin work on the Conference’s Annual Report next week and has asked all members to please review and provide content by the end of next week.

Annual Meeting

Julia reminded all members to review the list of invitees for the Annual Meeting and provide any additional names by the end of next week.

Finding Maryland Law Brochure

The Conference reviewed the *Finding Maryland Law* brochure, last updated in 2019. Attendees voted not to continue publishing this brochure as the information contained within is available in other places. Attendees instead decided to put more effort into collaborative efforts, to promote the Md Access to Justice Department app.

Self-Help Provider Conference

The Conference will have a display table at the Self-Help Provider Conference. As part of planning for the table, Julia asked for updates to the information on the Maryland’s Court Law Libraries postcard. It was suggested that the mdcourts.gov/ccll site be included and that a QR Code pointing to the ccll page be added to the postcard.

Adjournment

The meeting adjourned at 1:00pm. Following a break for lunch, a tour of the courthouse was provided.

Next meeting:

Thursday, October 20, 2022, at 10am via Teams