

Law Library Committee Meeting

May 19, 2021

Microsoft Teams

Minutes

Present: Javier Spyker (Chair), Ralph Gzik, Tyler Beach, Lee Van Duzer, Amy Gregory

Previous Minutes: Spyker Moved, Gzik Second. February and March minutes approved.

Recruitment of New Members:

- a. Suggestions include WCBA Newsletter and DA's office. Beach will be reaching out to DA's office.

Law Library Update:

- a. Reopening: The county is moving to lower risk on Friday (reached 65% vaccination). The Law Library is working on moving services to match the reopening matrix. Couple of challenge areas identified:
 - a. After hours access: The Law Library is working on solutions to allow for after hours access that will not interfere with normal business hours. Ideas were discussed but the most important item is that once this is restored that it won't be taken away again even if the county's risk level goes back up.
 - b. Staffing: Post risk levels it might not be possible to have 2 employees at all times and the Law Library will need to go back to using security at closing when only one person is closing. Suggestion was to maintain 2 employees while in the risk levels.
 - c. Kiosks: Filtering options going forward post risk levels
 - i. Trying to work with IT to get management software but need solution in interim.
 - ii. Looking at workarounds to loosen restrictions until management software can be implemented
 - d. Masks: Current policy will be to keep masks and not check vaccination status. This is per county policy.
- b. Conference Room Technology: This is getting installed on Monday and should be available on Tuesday. Discussed ideas for marketing, will advertise in WCBA newsletter.

Policy Discussion:

- b. Committee bylaws: Updating bylaws requires 30 day notice; notice was given on 5/18, vote can be held on 6/17. Unknown if WCBA needs to sign off but would be good idea to send to them anyway.
- c. How to make better use of committee: Suggested uses include

- a. Sounding board and advisory; no need to get pulled into the weeds of the operation, but more big picture items
 - b. Pool of volunteers
- d. CLE Filing System: Suggestion that all CLEs should be in the same place. Concerns about not having CDs cases on some are not shared by committee. Emphasis on the shelves looking good.