

## **Courthouse and Law Society (CLSL) SIG Meeting**

### **Minutes of Meeting held on May 18, 2021, at 11:00 pm (AST)**

**Present:** Maria Berezowski, Brenda Blundon, Pamela Borden, Lynda Cavanagh, Tanya Davis, Melissa Firth, Michelle Gerrits, Jennifer Haines, Jackie Hassefras, Alan Kilpatrick, Alicia Loo, Denise Lortie, Julie Rainey, Joan Rataic-Lang, Sophie Song, Stacey Zip, Amanda Irvine, Helen Heerema, Janet Marchment.

**Regrets:** Jenny Thornhill, Ken Fox

#### **Welcome**

Co-Chairs: Melissa Firth and Tanya Davis welcomed and thanked the members for joining the meeting.

British Columbia, Alberta, Saskatchewan, Ontario, Nova Scotia, Prince Edward Island, and New Brunswick were represented at the meeting.

#### **Business**

##### **i) CLSL SIG Survey**

The purpose of the meeting was to discuss the results of the SIG Survey "*Library Service Models and Operational Plans Pre and Post Covid-19.*"

Questions posed at the beginning of the meeting for members consideration –

- 1) Library operations (at this point in time)
  - a. Regular in-person operations have resumed on a full-time schedule.
  - b. Employees currently work on a split schedule rotating between remote and in-person.
  - c. Employees currently work remotely with no in-person services.
  - d. Other
- 2) Library operations (Pandemic impact)
  - a. The main source of funding has been reduced for 2021.
  - b. Library employees have moved to revised hours of operations.
  - c. Collection purchasing has permanently shifted with greater emphasis on electronic resources.
  - d. Print materials have been cancelled for the 2021 budget year.
  - e. Library personnel have experienced a shift in duties and responsibilities.
  - f. Some previous library operations and services have been permanently eliminated.

**ii) Co-Chairs Tanya Davis and Melissa Firth provided a few highlights from the CLSL SIG survey.**

- Approximately 23 members of the CLSL SIG participated in the survey.
- At the time of the survey 63% of staff continued to work remotely, and on-site hours were reduced by 50% of library personnel.
- Approximately 20% of library personnel had a hybrid blend of work performed on-site and remotely.
- Almost half of the participants continued to offer services to members of the public by providing online e-resources.
- Legal research assistance was the number one library service provided during the pandemic.
- Significant result – almost 60% of library personnel did not participate in the planning stages of Library re-opening plans. Some libraries did not close.
- Future planning will involve access to equipment when working remotely, remote access to server and office supplies.
- Fifty percent (50%) of the CLSL SIG members consulted the CALL/ACBD “Library Re-opening Guide” prior to returning to the library.
- Public Health Guidelines, government resources and library colleagues were consulted most often to assist preparations to reopen.
- Alterations to the facilities included new signage most often followed by plexi-glass, employee schedules and reconfiguration of patron space.
- NEW procedures by library staff - regular surface cleaning, restricted areas or services limited to staff only (browsing, photocopying) increase in virtual webinars and events.

**iii) Committee members discussed their work environment at this point in time:**

Member, Joan Rataic-Lang reported the Toronto Library Association (TLA) is only virtual, at this time, with one person onsite 1 day/week to scan pages and do curbside pickup. The TLA has reduced library association funding by 14% (fourteen percent) and all cuts are related to the reduced funding.

**ii) Committee members discussed their work environment at this point in time:**

Member, Alan Kilpatrick introduced his colleague, Amanda Irvine who is at the Saskatoon Branch and replaced Pat Kelly who retired after 38 years of service.

Alan reported the libraries physical spaces remain closed to lawyers and the public in Saskatchewan. Staff are permitted to work onsite fulltime. Full services are provided including book loans. Online access to e-resources has been valuable.

Member, Marie Berezowski reported she is working the posted hours with very few lawyers attending the library. Marie was not involved in consultation of the reopening plan for the library.

Member, Michelle Gerrits advised the committee she continues to work remotely and access to the Courthouse is limited. No means of communication were provided, and Michelle purchased a cell phone to communicate with lawyers while working remotely.

Member, Alicia Loo reported the SCC is closed to the public and there are two or three staff onsite to provide reference services.

Member, Linda Cavanagh reported that over all the setup has been positive. CPD moved on-line. Microsoft teams were organized and Zoom meetings. The Hearing center was open weekly.

Member, Julie Rainey reported while working remotely CPC links were provided to lawyers for reference. The reference section was blocked off to patrons, but books were retrieved by staff to limit room capacity. Items are quarantined for 72 hours.

Member, Denise Lortie attended to library services and requests onsite 3-4 times/week.

Member, Sophie Song reopening of the libraries was a phased in approach. A review will be done prior to fully re-opening.

Member, Jennifer Haimes reported the membership had limited access. Three times/week curb-side pickup was provided to the lawyers. The textbooks are not quarantined but there is not an urgent turnaround for borrowing items within a 24-hour period. Jennifer is on the OHS Committee, which meets quarterly, in the NS Courthouse and in contact with Court Administrators regarding closures and access to the library.

Member, Melissa Firth provide e-resources remotely, in addition to fulfilling all requests when access to the Courthouse was allowed.

Member, Tanya Davis reported the overall setup was positive. Communication from the GNB, and WorkSafeNB to participate in the re-opening plan and operational plan of the libraries space occurred. Fully open on June 1, 2020.

**iii) Committee members discussed their work environment at this point in time:**

It is anticipated by many of the attendees that a hybrid system of onsite / working remotely might be considered moving forward depending on the jurisdiction. Protocols following the Public libraries and Courts will also determine the timeline.

The Committee members agreed that Provincial Courthouse and Law Society Reports regarding current operations in fall 2021 could be incorporated into an information package for the May 2022 CALL conference meeting.

**New Matters**

**iv)** Member, Alan Kilpatrick brought an action item for future discussion to the Committee. To explore the idea of a National consortium with the Courthouse and Law Society Libraries, and develop a National Purchasing Agreement to enable future competitiveness in budgeting, financing, and purchasing, and other endeavors.

**v)** Member, Melissa Firth said a special thank you to Jeanette Bosschart for her years of service to the profession and to CALL/ACBD. Congratulations on your retirement Jeanette.

**vi)** Co-Chairs Melissa Firth, and Tanya Davis inquired if any members had an interest as Co-Chair or Chairperson in the CLSL SIG Committee. Alan Kilpatrick expressed interest in becoming more involved in the CLSL SIG. Thank you!

**Future Meeting and Adjournment**

The meeting was adjourned at 2:03 PM. The next meeting will be scheduled in the Fall 2021.

Respectively submitted,

Tanya Davis  
CLSL SIG Committee