

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, February 9, 2023 at 8:30 AM

The Skagit County Law Library Board of Trustees met on Thursday, February 9, 2023. Due to the ongoing COVID-19 pandemic, the meeting was available both in person at the Library and remotely via Zoom. Present at the library were Judge Elizabeth Neidzowski, Ex Officio Commissioner Peter Browning, Ms. Jeri Chavez, Ex-Officio Member Ms. Michelle Cook and the Law Librarian, Cindy Adams. Present via Zoom were Board of Trustees Chair Melissa Simonsen.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8: 36 am. The Standing Agenda was acknowledged.
- II. **Approval of Minutes:**
 - A. **Approval of December Board Minutes.** Minutes from the January 12, 2023 meeting were reviewed and upon a motion by Judge Neidzowski seconded by Ms. Chavez the minutes were unanimously approved.
- III. **Update from Law Librarian:** The Law Librarian presented the Librarian’s Report for January chronicling the progress made to date on action items derived from the previous Board Meeting and possible matters of new business which may be of interest to the Board.
- IV. **Old Business:**
 - A. **Mobile Law Library.** The Board was brought up to date on the status of the Mobile Librarian project. It was noted that the Librarian could begin setting up dates to attend offsite events prior to the Mobile Law Library being totally operational in order to explore possible services that would be useful to off site Library Patrons.
- V. **New Business:** After review of the Librarian’s Report the following items of New Business were raised by the Board for consideration.
 - A. **Collection Development:** The Board was notified of a possible donation of used law books from a member of the public. It was agreed to accept the donation. The books could be either added to the collection or the “Free Books” section of the Law Library at the discretion of the Law Librarian.
 - B. **Forms:** The Librarian reported an increase in the need for unlawful detainer forms. The Board referred the Librarian to two former members of the Eviction Resolution Program Working Group for the most current forms so that a packet for pro se landlords could be developed.
 - C. **Library Deposit.** The Librarian informed the board of a recent deposit of revenues in the amount of \$408 with the Treasurer’s Office. This was marked as pre-pandemic copy income.
 - D. **Westlaw Access:** The Board was informed of the Librarian’s desire to explore different uses of Westlaw by the Library. The Librarian was given permissions to reach out to its

Westlaw sales representative to compare different plan pricing and to explore moving one Westlaw subscription from a Patron computer to the Librarian's computer for use as part of the Mobile Law Library.

E. **Library Website**: The Librarian reported receiving some comments on faulty links on the Law Library website. It was the sense of the Board that the Law Librarian and Court Administrator should run an audit of the Library's website to make sure all links were current and correct.

F. **Board Scheduling**: The Chairman the Board led discussion on the Board's Regular Meeting Schedule. She pointed out that the Librarian had successfully transitioned to her new position and that monthly meetings were no longer necessary. On a motion by Ms. Chavez, seconded by Judge Neidzwski the Board unanimously approved a bi-monthly Regular Meetings of the Library Board of Trustees, reserving the right of any member to call a special meeting as circumstances warranted. The next Board of Trustees Regular Meeting was set for April 13, 2023.

VI. **Adjournment**: A motion to adjourn was made by Ms. Chavez, seconded by Judge Neidzwski. The motion passed unanimously. The meeting was adjourned at approximately 9:15 am.