

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, April 13, 2023 at 8:30 AM

The Skagit County Law Library Board of Trustees met on Thursday, April 13, 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 Board of Trustees Chair Melissa Simonsen, Judge Elizabeth Neidzowski, Ex-Officio Member Ms. Michelle Cook and the Law Librarian, Ms. Cindy Adams. Ms. Jeri Chavez was present via Zoom.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8: 30 am. The Standing Agenda was acknowledged.
- II. **Approval of Minutes:**
 - A. **Approval of February Board Minutes.** Minutes from the February 8, 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 March and April 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 informed that the printer and other hardware necessary for the Mobile Law Library had been ordered and we were simply awaiting delivery. Once the printer arrives the Library will receive training from Information Services on set up and use. The goal is for the Mobile Law Library to be up and running by the May 5th Law Day event at Skagit Valley College.
 - B. **Forms.** The Librarian notified the Board that she had received unlaw detainer forms conforming to the Eviction Resolution Pilot Program and that she was preparing an eviction packet for landlords to use. Tenants have access to eviction help from Skagit Legal Aid. The landlord packet fills a gap in coverage which has existed in unlawful detainer access to justice.
- V. **New Business:** After review of the Librarian’s Report the following items of New Business were raised by the Board for consideration.
 - A. **Code Publishing:** The Court Administrator reported on current talks with Code Publishing to resolve invoice irregularities and missing updates. The Board instructed both the Law Librarian and the Court Administrator to continue talks with a view to keeping the Library’s copy of the Skagit County Code up to date in the most cost-efficient manner possible.
 - B. **Outreach to Incarcerated Persons.** The Board discussed various ways in which the Librarian could be of use to incarcerated persons. The Librarian stated she was willing to act as a jailhouse notary when needed. The major problem to such a plan is adequate

proof of identity since all identification documents are confiscated from inmates. The Librarian also informed the Board she was working with the Family Law Facilitators to understand how the Library can help in family law cases involving incarcerated individuals. A further way to reach out to the incarcerated is by providing what is known as the “Jailhouse Lawyer’s Handbook.” Judge Neidzwski, a member of the Library Collection Subcommittee, and the the Librarian offered to look into this possibility.

- C. **Westlaw Access.** The Law Librarian had been tasked with reaching out to Westlaw representatives to explore the possibility of moving Westlaw onto the mobile librarian computer. The Librarian reported she has been in contact with Westlaw and was told that the Library should be able to move Westlaw to various computers as long as only two users are logged into our account at the same time.
- D. **Brochure.** The Board directed the Library to go forward in making brochures in accordance with Skagit County guidelines. If necessary, the Librarian will contact Information Services in order to obtain the proper software to easily produce attractive brochures and hand-outs as needed. In particular, the Librarian desired to create a Law Library logo which conforms to County logo requirements.
- E. **Binding Projects:** The Board approved the Library’s plan to soft bind various documents to be used as Library resources, such as as the Local Court Rules. The Board also approved a plan for the Library to provide binding services to pro se litigants who need to produce trial exhibit notebooks. This service was considered to be a benefit to Library patrons and also a convenience to the Court.
- F. **Standing Agenda:** The Librarian suggested that the Standing Agenda for Regular Meetings of the Board be modified to move “Old Business” before the “Update from the Law Librarian.” This creates a more logical progression from old to new business. This modification to the Standing Agenda was approved unanimously. The Standing Agenda shall now be as follows:

- I. **Call to Order and Introduction**
- II. **Approval of Prior Meeting’s Minutes**
- III. **Old Business**
- IV. **Update from the Law Librarian**
- V. **New Business**
- VI. **Adjournment**

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