

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, May 12, 2022

The Skagit County Law Library Board of Trustees met on Thursday, May 12, 2022. Due to the ongoing COVID-19 pandemic, the meeting occurred in the Law Library and via electronic Zoom meeting. Present via Zoom were Trustees Melissa Simonsen, Andy Schuh, and Jeri Chavez. Present in the Law Library were Trustee Judge Elizabeth Neidzowski and Superior Court Administrator Michelle Cook.

- I. Call to Order:** Meeting was called to order at 8:35am.
- II. Approval of the Agenda:** Standing agenda was previously approved.
- III. Approval of Minutes:**
 - a. March 10, 2022, Regular Meeting: Mr. Schuh moved to approve, Ms. Chavez seconded, motion approved unanimously.
 - b. April 14, 2022, Regular Meeting: Tabled to next meeting.
- IV. Update from the Law Librarian:** Due to the resignation of Law Librarian Naomi Clegg, the library currently does not have a Law Librarian and there was no report. Michelle Cook informed board that On Call Law Librarian Leslie O'Bannon stated there has been an increase in the number of people using the law library. Michelle Cook informed the Board that the Law Library position has been posted.
- V. Old Business:**
 - a. Law Library Staffing: Judge Neidzowski updated Board. Position has been posted and we are hopeful that we will get more candidates with the position being full-time. Michelle Cook stated that the position closes June 1, 2022, and Board discussed that we will have candidates to review by the next meeting.
 - b. Grant: Ms. Simonsen updated Board as to the grant. Deadline was not made clear in the application and was missed. Ms. Simonsen will reach out to the grant contact and if the application can still be submitted.
 - c. Westlaw Contract: Board will hold off on any decision regarding this contract until a new Law Librarian is onboard.
 - d. OPMA: We are complying with the open meetings act. Library door is open to public for the meeting today. Also, the zoom access information has been updated on the website with the new Law Library Zoom Meeting account as set up by Ms. Cook. Discussion was held as to whether we have to post physical signs informing the public of the meetings in addition to the posting on the website. Judge Neidzowski will look into this issue.
- VI. New Business:**
 - a. New Law Library and Superior Court Administration Assistant Position: Position was approved by the Commissioners. Job description was finalized, and position has been posted on the Skagit County website. Applications will be reviewed at the next meeting.
- VII. Next meeting:** June 9, 2022, at 8:30am.
- VIII. Adjournment:** Motion by Mr. Schuh, seconded by Ms. Chavez, motion approved unanimously.