

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

The Skagit County Law Library Board of Trustees met on Thursday, June 8, 2023. 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 Laura Riquelme, Ms. Jeri Chavez, Ex-Officio Member Ms. Michelle Cook and the Law Librarian, Ms. Cindy Adams. Mr. Andy Schuh 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 June Board Minutes.** Minutes from the April 13, 2023 meeting were reviewed and upon a motion by Mr. Schuh seconded by Ms. Chavez the minutes were unanimously approved.
- III. **Old Business:**
 - A. **Board of Trustees Quorum.** Chairman Simonsen raised the issue of board actions after the initial finding of a quorum.

RESOLVED: All actions taken by a vote of the Board of Trustees after the finding of a quorum at the beginning of the meeting are deemed actions of the full board unless a member of the Board calls for a quorum prior to the vote.

- IV. **Update from Law Librarian:** The Law Librarian presented the Librarian's Report for May and June. 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.
 - A. **Collection Acquisition Budget.** The Librarian reported that the Library budget for new acquisitions to the Library collection for the year is \$4,700. Of that Code Publishing (the cost updating the Skagit County Code) is 85% of that budget, leaving only 15%, or \$700, for actual acquisition of new library materials. This amount was determined to be extremely small given the price of law books, and it was the sense of the board that freeing up this budget by dropping the Library's obligation to Code Publishing would be in the best interest of the Library and its patrons. The Court Administrator pointed out that with all its problems, we were bound by contract to pay Code Publishing and thus the status quo could not be changed until the current Code Publishing contract ends.

RESOLVED: The Law Librarian and Court Administrator monitor payments to Code Publishing until the expiration of the contract date with a view to ending the Library's involvement with the Code Publishing contract when it expires.

- B. **Outreach.** Since the last Board meeting, the Librarian participated in Law Day at Skagit Valley Community College and learned valuable lessons about providing services to Law Day patrons, including moving the Library kiosk closer to the attorney resource center. In addition to the Annual Law Day event other forms of outreach were discussed.

RESOLVED: The Law Librarian shall explore new methods of outreach in addition to the various law clinics sponsored by Skagit Legal Aid. These include attending at least one meeting with the League of Women Voters, and outreach to local senior centers for activities such as will signing parties.

- C. **Library Brochures.** The Law Librarian shared the Library's new brochure, which debuted at Law Day and several suggestions were made to expand and grow on its success.

RESOLVED: The Law Librarian will continue to design and print brochures highlighting the different services the Law Library provides to various patron constituencies, including a brochure in Spanish, a brochure aimed at the legal community and bar members, and a "How Can I Help" brochure for patrons and civic community organizations who wish to help the Law Library in its mission to provide all citizens access to the law.

- D. **Binding Projects:** The Library has carried out various soft binding projects for its Patrons. These included binding Skagit Superior Court Local Court Rules for Library Patrons and the Court, as well as binding trial notebooks.

RESOLVED: The Law Librarian will start a binding project of 2023-2024 Local Court Rules for sale to Library patrons at a price to be fixed by the Law Librarian and Court Administrator.

- V. **New Business:** After review of the Librarian's Report the following items of New Business were raised by the Board for consideration.
- A. **2024 Budget.** The Court Administrator informed the Board that she, along with the Law Librarian and the accounting office of the Office of Juvenile Courts were beginning work on the Library's budget for next year. Due to the pace of approaching deadlines and the need for the Board to remain up to date with proposed budget changes prior to submitting the budget to the County in August, the Board agreed to the following motion.

RESOLVED: The Board hereby calls a Special Meeting of the Board on the second Thursday in July at 8:30 for the specific purpose of reviewing and discussing the proposed 2024 Law Library budget, prior to a vote on its approval.

- VI. **Adjournment:** A motion to adjourn was made by Ms. Chavez, seconded by Mr. Schuh. The motion passed unanimously. The meeting was adjourned at approximately 9:35 am.