

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, September 8, 2022 at 8:30 AM

The Skagit County Law Library Board of Trustees met on Thursday, September 8, 2022. 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 Neidzwski, Ms. Jeri Chavez, Ex-Officio Member Ms. Michelle Cook and the Law Librarian, Cindy Adams. Present via Zoom was Ex Officio Commissioner Lisa Janicki and Board of Trustees Chair Melissa Simonsen.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8:45 am. The Standing Agenda was acknowledged.
- II. **Approval of Minutes:** Minutes from the August 11, 2022 meeting were reviewed and, a motion was made by the Chair, seconded by Ms. Chavez, to **amend Section V.F.** to read as follows:

Photocopy Charges. It was the consensus of the Board that the Library should resume charging for copies as soon as possible. It was proposed by the Chair and seconded that the SCLL Cash Collection Policy be amended to reduce copy charges for black and white copies to 5¢ per page, with the first 10 pages free to all Patrons, and 20¢ for color copies. The Board considered various factors in making this decision, including the needs of the community, the desire to increase Library traffic and the ability of Patrons to scan to e-mail or to a flash drive for free. **(LR Item 17).**

With this amendment the Minutes of the previous meeting were unanimously approved and adopted.

- III. **Update from Law Librarian:** The Law Librarian presented a two page report chronicling the progress made to date on action items derived from the previous Board Meeting.
- IV. **Old Business:**
 - A. **Approval of Prior Board Minutes:** In the recent audit of past Minutes, it appears that some prior Minutes have not been formally approved by the board. It was decided that these Minutes be presented at the next Board Meeting for approval prior to uploading to the Law Library Web Site. (Minutes of 08/11 Section V.A)
 - B. **County Interlocal Cooperation Agreement.** It was noted that the County Interlocal Cooperation Agreement will expire on January 30, 2023. Ms. Cook offered to reach out to the appropriate party at the County's Civil Division to begin the process for a renewal or extension of this agreement. (Minutes of 08/11 Section V.C)
 - C. **Library Collection Development:** The Librarian reported that in addition to the Librarian, Chairman Simonsen and Judge Neidzwski have volunteered to be members of proposed Working Group on Library Collection Development. The Chairman agreed to send each member of the Working Group possible times for the first meeting, which is planned to occur prior to the next Board Meeting. It was noted that the Working Group

may invite additional members of the local legal community to participate after it has completed its first meeting. (Minutes of 08/11 Section V.D)

- D. **Flash Drive Sales.** The Librarian reported that prices for inexpensive flash drives averaged about \$2.00 per drive. Upon the motion of Ms. Chavez, seconded by Judge Neidzwski, the authority to purchase flash drives for resale by the Library was delegated to Ms. Cook and the Librarian. (Minutes of 08/11 Section V.G)
 - E. **Networking.** The Librarian noted she was invited to attend the Quarterly Skagit County Bar Association Meeting on October 3. She has agreed to give a presentation on the current status of the Library and possible ways in which the local bar may be able to help the Library or the Library Board. (Minutes of 08/11 Section V.J)
 - F. **Mobile Librarian.** The Chairman presented those present with a schedule of up-coming law clinics being held in Skagit County. The Board recognized the tension between providing remote services to communities in need and keeping the Library open while the Librarian participates in these remote events. After much discussion a tentative proposal was made for the Librarian to participate in some but not all remote events after ample notice to the public of when and where Library resources could be accessed. Judge Neidzwski offered to review the Court Calendar for days when the majority of pro se Patrons appear before the court to ensure that the Library is open at the Court House on those days. (Minutes of 08/11 Section V.L)
- V. **New Business:** After review of the Librarian's September Report the following items of New Business were raised by the Board for consideration.
- A. **Social Media.** Judge Neidzwski proposed that the Law Library create an online social media presence to more nimbly inform the public as to future events and topics of current interest. Ms. Chavez described her experience in attempting to set up a social media site under the umbrella of the County and the special challenges that it posed. Ms. Chavez agreed to share information regarding the possible implementation of the plan with the Librarian for consideration at a future meeting of the Board.
 - B. **Inmate Services.** Commissioner Janicki highlighted the issue of expanding library services to inmates. On a motion by Ms. Chavez the board authorized the Librarian, with the assistance of Ms. Chavez, jail officials and Legal Aid, to explore ways in which to provide inmates with outstanding pro se civil cases with legal resources in a manner appropriate under the circumstances and to possibly develop a "menu" of resources for inmates that can be provided by the Library. (Librarians' Report of 08/07 Item 8).
- VI. **Adjournment:** A motion to adjourn was made by Ms. Chavez, seconded by the Chair. The motion passed unanimously. The meeting was adjourned at approximately 9:30 am.