

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, September 10, 2020**

The Skagit County Law Library Board of Trustees met on Thursday, September 10, 2020, with Trustees Elizabeth Yost Neidzowski (chair), Merrilee Harrell, County Commissioner Lisa Janicki, Superior Court Judge Laura Riquelme, Ex-Officio Trustee Lisa West and Law Librarian Maren Anderson present remotely via electronic Zoom meeting.

- I. **Call to Order** at 8:35 AM.
- II. **Approval of the Agenda.** Ms. Harrell moved to approve the agenda; Commissioner Janicki seconded; agenda approved unanimously.
- III. **Approval of Minutes from July 9, 2020 and August 13, 2020 Meetings.** Ms. Harrell moved to approve minutes from both meetings; Commissioner Janicki seconded; minutes approved unanimously.
- IV. **Old Business**
 - a. **Memorandum of Understanding with the County.**
 - i. **Current Status:** Board had received new draft of MOU from civil prosecutor (with comments) immediately prior to last BOT meeting, without adequate time to fully review. Some minor revisions were recommended by the Board, for review by the civil prosecutor. If revisions were approved, Board would likely approve the MOU. Prior to this meeting, the civil prosecutor approved the previously recommended changes and made no additional changes.
 - ii. **Motion:** Judge Riquelme moved to approve the MOU; Ms. Harrell seconded. Ms. West clarified that, upon approval, Chairperson Yost Neidzowski should sign the MOU on behalf of the BOT and the document would be directed to the civil prosecutor for final review, then on to the Board of Commissioners for approval. Commissioner Janicki stated that she recuses herself from decisions that would later come before the Board of Commissioners for approval and would be recusing herself from this decision. Motion to approve the MOU as currently drafted approved by Chairperson Yost Neidzowski, Judge Riquelme and Ms. Harrell, with Commissioner Janicki abstaining.
 - iii. **Further Action Required:** Ms. Harrell requested that the final version, signed by the Board of Commissioners, be circulated electronically when available. Ms. West confirmed that she would do so.
 - b. **Budget.**
 - i. **Current Status:** Per Ms. West, the proposed budget has been submitted and is currently being reviewed by the county budget manager. In October (date TBD), departments will have the opportunity to present their budget to the Board of Commissioners; BOT members are welcome to participate in that hearing process. After those presentations are complete, a final budget will be approved by the Board of Commissioner.
 - ii. **Discussion:** Ms. Harrell indicated she had some remaining questions regarding the budget itself and the budgeting process. She received the five-year budget spreadsheet included with the 2021 budget proposal, but is requesting more detailed information, specifically regarding 2019 (as 2020 is a bit of an anomaly). She is also curious if now was the right time to suggest changes to the proposed budget, for example, reduction in anticipated salary due to the reduced hours of the law librarian position or reallocation of spending related to increased outreach or services to the general public. Ms. West stated that the salary reduction would be automatically applied to the proposed budget through adaptive software, and that major changes can be made at a later date through the budget amendment process, if necessary. Commissioner Janicki also stated

that the BOT should be considering both the expenditure and revenue components of the budget, noting that additional financial resources from the county resources were unlikely in the near future. Additional, detailed budget information would still be helpful to identify any potential areas for cost-saving, even minor savings.

- iii. **Further Action Required:** Ms. West will attempt to obtain more detailed budget information and circulate it to the BOT.

V. **New Business**

a. **New Law Librarian**

i. **Work Schedule**

1. **Discussion.** Ms. Anderson indicated that she would prefer to work four eight-hour days, with the specific days intended to ensure library availability when courthouse traffic is typically the highest. Ms. Anderson suggested that, when the library opens to the public, the published library schedule be less than 32 hours, with additional hours available by appointment, to allow for some flexibility without requiring that the law library pay for staff coverage. According to Ms. West and Judge Riquelme, Mondays and Fridays are the busiest days in the courthouse for both attorneys and pro se litigants, with Tuesdays being more active primarily due to dependencies in which parties likely have representation. Tuesdays and Wednesdays tend to be the slowest for the courthouse facilitators, whose clients are more likely to benefit from the law library's services. It was agreed that the schedule for the law librarian should be Monday, Tuesday, Thursday and Friday.

ii. **Priorities**

1. **Discussion:** Ms. Anderson reported that she has primarily spent her time so far cleaning and organizing the library space, with the goal of removing excess materials to ensure cleanliness and provide ample room for social distancing when the library reopens. Upon completion of those projects, her next priorities will be to (1) publicize the availability of remote reference services, (2) consider options for opening by appointment in a limited capacity and (3) contact other stakeholders, specifically public libraries, to identify current needs and develop connections. Ms. Harrell suggested that she develop a re-opening plan, including researching current recommendations regarding the handling of physical items due to COVID, as well as an outreach and marketing plan including the law library's three target populations: legal professionals, county employees and residents. Judge Riquelme recommended publicizing the availability of remote reference services immediately, while also completing the cleaning/organizing, starting with changing the signs on the doors, updating the website and contacting other service providers and relevant county departments. She also suggested that the BOT consider whether the law library should have a Facebook page as another inexpensive (free) method of outreach. Chairperson Yost Neidzowski reiterated that increasing the library's online presence should be a high priority right now, suggesting that additional links be added to the law library webpage.

iii. **Performance Evaluation**

1. **Discussion:** Ms. West stated that they do have a standard evaluation for court employees, so that could be used as a starting point. She will circulate that to board members before the next meeting. Judge Riquelme suggested that specific goals and progress towards those goals be included in the evaluation process. Ms. Harrell also suggested that a librarian report could be added as a standard item on the BOT meeting agenda, so progress towards those goals could be consistently tracked. It was suggested that the librarian could circulate the report in advance of

the meeting so time in the meeting could be used for questions or clarification only.

2. **Follow-up:** Ms. West will circulate standard evaluation form/process prior to next BOT meeting. Law librarian will make a practice of sending a brief report out a week before the BOT meeting; content will likely evolve as board members determine what is useful or important.

b. Recruitment of new law library board member

- i. **Discussion:** Ms. West has repeatedly sent emails to SCBA leadership regarding reappointment of Ms. Yost Neidzowski, as her term has expired, as well as for nominations of new board members, but has received no response. Board discussed whether anything could be done to motivate the SCBA to take action or make this easier on SCBA leadership.

- ii. **Follow-up:** Judge Riquelme will send an email to SCBA leadership.

c. Annual report

- i. **Discussion:** The annual report for the law library, required by RCW 27.24.040, needs to be completed.

- ii. **Follow-up:** Ms. West will start drafting the report and will send it to the law librarian for review.

VI. Adjournment: Judge Riquelme moved to adjourn; Ms. Harrell seconded; motion to adjourn approved unanimously. Meeting adjourned at 9:26 AM.