

**RECORD OF THE PROCEEDINGS**  
**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, October 13, 2022 at 8:30 AM**

The Skagit County Law Library Board of Trustees met on Thursday, October 13, 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, Ex Officio Commissioner Lisa Janicki, Judge Elizabeth Neidzwski, Ms. Jeri Chavez, Ex-Officio Member Ms. Michelle Cook and the Law Librarian, Cindy Adams. Present via Zoom were Board of Trustees Chair Melissa Simonsen and Mr. Andy Schuh.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8:33 am. The Standing Agenda was acknowledged.
- II. **Approval of Minutes:**
  - A. **Prior Unapproved Minutes.** The Minutes from April and May meetings of the Board were presented for review.
    1. Meetings from the April meeting were amended to reflect the tabling of the March Minutes to a later date and adding the motion for adjournment. Upon the motion of Mr. Schuh, seconded by Ms. Chavez, the minutes were unanimously approved as amended.
    2. On the motion of Mr. Schuh, seconded by Judge Neidzwski, the May Minutes were approved without amendment.
  - B. **Approval of September Board Minutes.** Minutes from the September 8, 2022 meeting were reviewed and, after a motion made by Judge Neidzwski, seconded by Mr. Schuh, the minutes were unanimously approved.
- III. **Update from Law Librarian:** The Law Librarian presented a five page report chronicling the progress made to date on action items derived from the previous Board Meeting and charts showing a data break down of Year-To-Date library usage by various factors.
- IV. **Old Business:**
  - A. **County Interlocal Cooperation Agreement.** A first draft of a the Interlocal Cooperative Agreement between the County and the Library Board of Trustees was presented for review prior to renewal and possible amendment. After a discussion led by the Chair and Ms. Chavez, the sense of the Board was that the Court Administrator reach out to County's Civil Prosecutor's Office to discuss the agreement's renewal with the following objectives:
    1. To extend the term of the Agreement from three years to five years.
    2. To add language to Section 4 of the Agreement reflecting the Librarian's joint position as an employee of both the Law Library and the Superior Court. In particular to rework this section to include broad language allowing the Librarian to perform Superior Court duties in addition the day-to-day library

operations, and allowing input from the Court Administrator regarding qualifications for the position which would include some non-library functions.

*(Minutes of 09/08 Section IV.B.)*

- B. **Library Collection Development:** The Librarian reported on the first meeting of the Collection Development Working Group on October 4. Seven areas were identified as core Library functions. These include in no particular order of priority: (1) Librarian consultation; (2) copy/business center services; (3) hard bound primary and secondary resources, hornbooks and historical books and records; (4) Westlaw and online-research capabilities; (5) conference room availability for meetings; (6) outreach and remote library services; and (7) a collection of forms for the public and pro se litigants.  
*(Minutes of 09/08 Section IV.C.)*
  - C. **Flash Drive Sales.** The Librarian reported the acquisition of six (6) flash drives for sale to Patrons at \$5.00 per drive. The Board directed the Librarian to revise the Library Use Policy to ensure flash drives were only used to access the Library's patron computers and the Library printer. Use of flash drives on any County or Court assets is to be strictly prohibited. *(Minutes of 09/08 Section IV.D.)*
  - D. **Networking.** The Librarian noted that her invitation to attend the Quarterly Skagit County Bar Association Meeting on October 3 was postponed. She has agreed to give a presentation about the Library and possible ways in which the local bar may be able to help the Library or the Library Board. This event is tentatively set for Monday, November 7. *(Minutes of 09/08 IV.E.)*
  - E. **Mobile Librarian.** The Librarian's Report summarized Library activity by days of the week in order to determine which days the Librarian could operate remotely in order to attend Law Fairs and other public outreach events while having a minimal impact on Library usage at the Court House. Based on a review of this data and the Court's calendar it was determined one Tuesday and one Friday per month were the best days for the Librarian to operate remotely. The goal is to have the Librarian attend two remote public events each month beginning in November. This schedule would be subject to modification depending on changing needs at the Library.  
*(Minutes of 09/08 IV.F.)*
  - F. **Inmate Services.** The Librarian informed the Board of an upcoming on site visit to the Skagit County Jail to review the types of access inmates have to outside legal services and to discuss with Jail personnel how additional services may be provided by the Library. This meeting was scheduled for October 18<sup>th</sup>. *(Minutes of 09/08 V.B.)*
- 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. **Circulation of Librarian's Report.** Commissioner Janicki expressed interest in making the Librarian's Report available to other stakeholders in the County government so that the Law Library's services and benefits to the community could reach a wider audience. In particular, the graphs were found to be very informative of Library Activities. It was the sense of the Board that the Librarian work with the Court Administrator to prepare a

final draft of the Librarian's Report and that a distribution list be created for the Report to be sent out once finalized.

- B. **King County Law Library Visit.** Board Chair Simonsen expressed the interest of the Library Collection Working Group to reach out to the King County Law Library in order to help develop best practices with regard to collection development, accessibility and community access, and to brainstorm ideas for our Library. It was the sense of the Board that the Librarian should work with the Court Administrator to find a time when the Librarian would be able to make a visit to the King County Law Library with minimal impact to Library hours.
  - C. **Joint Duties as Superior Court Administrator.** The Librarian reported on her new work as a Superior Court Administrator tasked with scheduling appointments for the Family Law Facilitators. The Board discussed the need to limit the Librarian's role so as not to run afoul of General Rule 27 regarding the unauthorized practice of law, therefore the Librarian's role in this regard will be limited. (*Librarians Report of 09/13 Item 5*).
- VI. **Adjournment:** A motion to adjourn was made by Ms. Chavez, seconded by the Judge Neidzwski. The motion passed unanimously. The meeting was adjourned at approximately 9:30 am.