

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

The Skagit County Law Library Board of Trustees met on Thursday, December 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, Ex Officio Commissioner Lisa Janicki, 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 8:37 am. The Standing Agenda was acknowledged.
- II. **Approval of Minutes:**
 - A. **Approval of September Board Minutes.** Minutes from the October 13, 2022 meeting were reviewed and, after a motion made by Mr. Schuh, seconded by Ms. Chavez, the minutes were unanimously approved.
 - B. **Posting of Meeting Cancellation.** Mr. Schuh thought it would be a good idea to post an entry on the website showing the cancellation of the November 10 meeting due to a lack of quorum.
- III. **Update from Law Librarian:** The Law Librarian presented the Librarian's Report for October and November, 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.
- IV. **Old Business:**
 - A. **County Interlocal Cooperation Agreement.** The final negotiated revisions to the renewal of the County Interlocal Cooperation Agreement were presented to the Board for approval. After discussion regarding of the changes to Section 4 of the Agreement Ms. Chavez moved to approve the draft as final. The motion was seconded by Mr. Schuh and the board voted unanimously to adopt the Agreement as presented as final. *(Minutes of 10/13 Section IV.A.)*
 - B. **Library Collection Development:** The Librarian reported making contact with the Executive Director of the King County Law Library, and of upcoming plans for the Librarian and the Board Chair to visit KCLL in the near future. *(Minutes of 10/13 Section V.B; Librarian's Report of 12/08 Item 2).*
 - C. **Networking & Outreach.** The Librarian reported on her recent presentation to the Skagit County Bar Association. Board Members discussed various ways in which outreach to the Bar could be effectively achieved in a fiscally responsible manner. Law fairs and other events jointly hosted with Skagit Legal Aid would be more properly coordinated with Andy Dugan, its Executive Director, rather than the Bar Association. Costs of Librarian attendance at these events would be either covered by Library funds or possible waived by the hosting organization. Investment in small items of merchandise, such as pens, folders with the County Logo and Law Library contact

information were also suggested as a way to raise awareness of Library services.
(Minutes of 10/13 Section IV.D; Librarian's Report of 12/08 Item 4)

- D. **Mobile Librarian.** The Librarian reported that plans were well underway to having the Mobile Librarian fully operational by early next year. Funding for this endeavor is being provided by both the County's Information Services Department and the Law Library 2022 surplus budget. (Minutes of 10/13 Section IV.E; Librarian's Report of 12/08 Item 8A).

- V. **New Business:** After review of the Librarian's Report the following items of New Business were raised by the Board for consideration.
 - A. **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. A preliminary survey of these activities revealed that the Librarian's time spent on shared duties is well within the boundaries of what is required by the Interlocal Agreement. (Librarian's Report of 12/08 Item 7).

 - B. **Budget Surplus.** The Librarian reported on possible uses of the Library's surplus budget. The Board discussed the various checks on discretionary Library spending and determined that there were enough safeguards to allow the Librarian and the Court Administrator to expend surplus Library funds without Board oversight of these expenditures. (Librarian's Report of 12/08 Item 8)

- VI. **Adjournment:** A motion to adjourn was made by Mr. Schuh, seconded by Ms. Chavez. The motion passed unanimously. The meeting was adjourned at approximately 9:20 am.