

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, January 14, 2021

The Skagit County Law Library Board of Trustees met on Thursday, January 14, 2021. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Merrilee Harrell, Andrew Schuh, Melissa Simonsen, Skagit Commissioner Lisa Janicki and Superior Court Judge Laura Riquelme; Court Administrator Lisa West and Law Librarian Maren Anderson.

- I. **Call to Order:** Meeting was called to order at 8:34 am.
- II. **Approval of the Agenda:** Mr. Schuh moved and Ms. Harrell seconded the approval of the proposed agenda as agenda for this meeting and as the standard agenda for all future meetings. The motion was passed unanimously.
- III. **Approval of Minutes from December 10, 2020 Meeting:** Ms. Harrell moved and Mr. Schuh seconded approval of the December minutes. Andy seconded and the minutes were approved unanimously.
- IV. **Update from the Law Librarian:** Written update was previously circulated.
 - a. **Further Action Required:**
 - i. Future law librarian updates should only include topic / area of law of reference questions, to avoid the inclusion of identifying information.
 - ii. The law librarian should compile and maintain a list of volumes missing from reporter series, to see if specific volumes could be procured when the series are surplussed by other entities.
 - iii. The law librarian should check with the chair of the SCBA Membership and Website Committee (Luigi) regarding whether he would be willing to send an email with the survey link.
- V. **Old Business**
 - a. **Access to Legal Information at the Skagit County Community Justice Center:**
 - i. **Discussion:** The focus of efforts to ensure access to legal information should focus on civil legal needs for inmates, as criminal legal issues should be met by representation. Civil legal issues are of importance to incarcerated individuals because they have more time in custody to address them; also, people are often served with civil actions in jail because they are easy to find there and/or the opposing party may feel more comfortable filing a case when the individual is incarcerated.
 - ii. **Further Action Required:**
 1. The law librarian should inquire as to the extent of internet access for incarcerated individuals and their ability to print forms as necessary.
 - b. **Policies:**
 - i. **Discussion:** Ms. Harrell circulated proposed policies. The policies as drafted are intended as a starting place, not a final draft. It was noted that the law library should have two versions of policies. One version should be designed for posting and should cover only to basics, such that they can be formatted in an eye-catching and easily comprehensible manner for the general user. Another set should have enough detail to provide direction for administrative purposes, but not so much that the policies need to be changed with every minor decision of the board of trustees. Both versions of the policies should be divided into three categories: (1) general policies, (2) computer policies, and (3) other resource policies for coping, printing, etc.
 - ii. **Further Action Required:**

1. The law librarian should explore privacy policies and practices at other law libraries (both larger and smaller libraries) and check the desktop stations as well as Westlaw for existing setting that may impact privacy.
2. The law librarian should check the copier/printer to verify whether it is possible to fax, email and scan from that machine and create a how-to guide.

c. Development of Librarian's Performance Evaluation: Tabled for next meeting.

VI. New Business

- i. Security:** Due to concerns about security related to the upcoming inauguration, it is recommended that courthouse employees work from home for the next week (January 19-23), if possible.

VII. Adjournment: Meeting adjourned at 9:29 am.