

**RECORD OF THE PROCEEDINGS**  
**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, February 11, 2021**

The Skagit County Law Library Board of Trustees met on Thursday, February 11, 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; Law Librarian Maren Anderson and in-coming judicial representative Superior Court Judge Elizabeth Neidzwski.

- I. **Call to Order:** Meeting was called to order at 8:41 am. Technical issues resulted in a slight delay.
- II. **Approval of the Agenda:** Standing agenda was previously approved at the last meeting.
- III. **Approval of Minutes from January 14, 2021 Meeting:** Ms. Harrell noted two minor suggested changes then moved to approve with suggested changes; Commissioner Janicki seconded approval of the January minutes. The motion was approved unanimously.
- IV. **Update from the Law Librarian:** Written update was previously circulated.
  - a. **Discussion:** It was noted that the lack of importance placed on notary services by attorneys may not reflect the importance of notary services for non-attorneys. Notary services are more likely to be needed by the general public, as increasingly other entities (such as banks) are no longer offering these services or are restricting them significantly. Law library charges for notary services should align with other county departments, except that a policy should be considered to provide free or reduced cost notary services in the interest of access to justice. This could be accomplished by providing referrals to other entities providing notary services or providing services for free in cases that a fee waiver has been granted. (During the meeting, Ms. West inquired with the Court Clerk and with the Office of Assigned Counsel to see if either of those offices offered notary services; after the meeting, she learned that neither office provides such services and that notary services are not available through any other department in the courthouse.)
  - b. **Further Action Required:**
    - i. Ms. Anderson should explore obtaining a notary certification.
    - ii. Ms. Anderson should inquire with other county departments to see if notary services are offered and, if so, at what cost and/or under what circumstances.
- V. **Old Business**
  - a. **Access to Legal Information at the Skagit County Community Justice Center:**
    1. **Discussion:** Ms. Anderson inquired as to who would be the best contacts to learn about what the CJC is currently doing and what the law library might do to supplement currently available services and resources, based on identified needs. Commissioner Janicki drafted an email to Chief Don Marlow and Lieutenant Deanna Randall-Secret, CCing the law librarian.
    - ii. **Further Action Required:**
      1. Ms. Anderson will circulate information received from CJC staff.
  - b. **Policies (General):**
    - i. **Discussion:** Ideally, policies would be established and clearly posted prior to library reopening, by appointment or more generally. Discussion of general policies moved into discussion of COVID-specific policies, as outlined below.
    - ii. **Further Action Required:** Ms. Anderson will:
      1. Circulate current draft of policies.

2. Develop signage that reflects that computer users should take steps to protect their own privacy (ie, clear search cache, log off after session, refrain from saving documents, passwords, etc to computer).
  3. Inquire with other libraries as to privacy policies and procedures.
- c. Development of Librarian's Performance Evaluation:**
- i. Discussion:** Ms. Harrell suggested two minor changes: "facilitates circulation of law library materials" [in accordance with policies] and "works closely court administration" [and board of trustees] "to plan and utilize law library budget"
  - ii. Motion:** Mr. Schuh moved to adopt the performance evaluation with changes, Merrilee seconds; no discussion; motion passes unanimously.
  - iii. Public meeting vs. HR privacy –**
    - 1. Statute / WAC re: Public Records / HR materials**
  - iv. Timeline of Evaluation:** default to a year unless there are problems

## **VI. New Business**

### **a. COVID**

- i. Discussion:** Other departments in the County, including the Court, have been evaluating when and how to increase or resume services. It is complicated by the fact that there are still existing "Reopening Phases," which no longer seem as relevant, as well as "Vaccine Phases." Recent direction for libraries was released on January 29 from the Governor's Office, which indicates that libraries can open at reduced capacity, but it is recommended that libraries continue to primarily offer curbside or remote services for the near future. It may make more sense to tie reopening with a specific vaccine phase, for example, the Court is tentatively planning to resume jury trials when a significant portion of the Skagit population eligible for the vaccine under phase 1B, tier 2 has been vaccinated, which looks like it may occur near the beginning of April. Even at that phase, library services may remain "by appointment only."
  - ii. Motion:** Judge Riquelme moved to affirm a previous board decision that the law librarian has the discretion to allow users into the library by appointment, but that it should not be publicized that the library is open by appointment until clear COVID policies are in place. Mr. Schuh seconded and the motion was passed unanimously.
  - iii. Further Action Required:**
    - 1. COVID specific policies –** Maren to recirculate governor's direction
      - a. Lisa West offered to work with Maren to ensure compliance and with other Skagit employees. (public health)
      - b. Focus on handling of the materials / computer use / copier use.
      - c. Until COVID is resolved, afterhours access is suspended
- b. Change in judicial representative:**
- i. Discussion:** Judge Riquelme will be stepping down and Judge Neidzowski will be taking position as judicial representative. Judge Neidzowski will be the interim president until a vote occurs at the next meeting.
  - ii. Further Action Required:**
    1. Ms. Anderson will ensure that this change is reflected on the website.
    2. The Board will address the issue of a new president at the next meeting.

## **VII. Adjournment:** Meeting adjourned at 9:48

### **Subjects to be revisited next meeting:**

- Election of BOT president (chairperson)
- Access to Legal Information at the Skagit County Community Justice Center:
- General Policies
  - o COVID-Specific Policies