

**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, March 10, 2022**

The Skagit County Law Library Board of Trustees met on Thursday, March 10, 2022. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Melissa Simonsen, Jeri Chavez, Andrew Schuh, County Commissioner Lisa Janicki, and Judge Elizabeth Neidzwski. Also present is Merrilee Harrell, temporary on-call law librarian.

- I. **Call to Order:** Meeting was called to order at 8:38.
- II. **Approval of the Agenda:** Standing agenda was previously approved.
- III. **Approval of Minutes:**
  - a. Judge Neidzwski moves to approve the February minutes. Ms. Chavez seconds. The minutes were approved unanimously.
- IV. **Update from the Law Librarian:** Naomi Clegg submitted a law librarian's update prior to her departure from service. Her report included detailed information regarding library usage from February. There was a discussion regarding maximizing usage of the law library during peak courthouse usage hours. Judge Neidzwski notes that the libraries current reduced hours have it remaining open under an on-call librarian during the busiest times in the courthouse. Ms. Simonsen moves to adopt the law librarian's update. Judge Neidzwski seconds. The law librarian's report is adopted.
- V. **Old Business**
  - a. **Westlaw Contract** – The County recently signed a renewal of the print contract with Thompson-Reuters. Any discussion regarding renewal of the on-line Westlaw contract is postponed until a new law librarian is hired.
  - b. **Open Public Meetings Act** – The Board completed the State Open Public Meetings Act training.
  - c. **Collection Retention** – Ms. Clegg had provided the Board with recommendations for reducing the libraries out-of-date collection. Ms. Harrell agrees with those recommendations. The U.S. Code section is out of date – the statutes have not been updated and neither have the annotations. The Board agrees to move forward on these recommendations once a new law librarian is hired.
- VI. **New Business**
  - a. **Law Library Staffing** – The position has posted and has not yet closed. There have been two applications so far. Discussion regarding extending the posting and sending it to UW Law Library Program, Law Librarians of Puget Sound, AALL, and the Whatcom Paralegal Program with a goal of trying to attract more applicants. Ms. Simonsen will follow up with Lisa West regarding these issues.
  - b. **Grant Request.** Ms. Simonsen reports a desire to move forward with the law library's grant application for a laptop, mobile printer, hotspot, and carrying case. Ms. Chavez moves to authorize Ms. Simonsen and Ms. Harrell to apply for the grant. Mr. Schuh seconds. Motion passes unanimously. Commissioner Janicki indicates that this grant application should be run through Lisa West in Court Administration.
  - c. **Law Library Annual Report.** The report is due in September. Ms. Clegg prepared a draft prior to her departure. The Board will review the draft report and include Lisa West in its next discussion. Commissioner Janicki suggests clarifying the explanation of why the law library exists and why it is important for access to justice for our entire community.
  - d. **Law Library Hours** – Discussion regarding hours for April and calendar. Ms. Harrell will put together a calendar for law library coverage in April and try to cover the hours of

MWF 8:30 – Noon. Ms. Harrell will contact Ms. West with her schedule and availability for coverage.

- VII. Adjournment:** A motion to adjourn was made by Ms. Chavez and seconded by Mr. Schuh. The motion passed unanimously. The meeting was adjourned.