

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

The Skagit County Law Library Board of Trustees met on Thursday, March 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 and Judge Elizabeth Neidzwski and Law Librarian Maren Anderson.

- I. Call to Order:** Meeting was called to order at 8:33 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 February 14, 2021 Meeting:** Mr. Schuh recommended minor changes; the draft minutes, including the changes, were approved unanimously.
- IV. Update from the Law Librarian:**
 - a. Notary Services:
 - i. Motion: Ms. Harrell moved to approve expenditure to obtain basic notary (not eNotary), with services and cost to be determined. Mr. Schuh seconded.
 - ii. Discussion: As the eNotary is a relatively recent development, there are ongoing liabilities associated with the process; in-person notary services will likely best serve the public, when in-person services are appropriate. It also may be worth considering whether to offer in-person notary services for free, at least when the library is only open by appointment only. It may provide additional information as to whether to charge in the future, based on how often that service is requested.
 - iii. Conclusion: Motion was passed unanimously.
 - b. Access to Legal Information at the CJC:
 - i. Discussion: Information was provided about information resources available at the CJC but questions remain about the availability of printing / physical forms.
 - ii. Recommendation: Email Keith W. Tyne and copy Wes Richards and Jeri Chavez.
 - c. Computer Issues:
 - i. Discussion: The law librarian provided additional information; it was determined that a small subcommittee would meet to review computer use policy (among other things) prior to opening by appointment.
 - d. Opening by appointment only:
 - i. Discussion: The plan to reopen by appointment only around the time that Superior Court resumes jury trials remains appropriate. The proposed COVID reopening plan looks good, but a small group will meet to go over the details of the plan.
- V. Election of a new president**
 - i. Nomination: Mr. Schuh nominated Ms. Simonsen, who had previously expressed interest. Ms. Harrell seconded. Nomination approved unanimously.
- VI. Adjournment:** Mr. Schuh moved to adjourn; Ms. Harrell seconded. Motion was approved unanimously, and the meeting adjourned at 9:23 am.