

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES  
Thursday, June 11, 2020**

The Skagit County Law Library Board of Trustees met on Thursday, June 11 2020, with Trustees Merrilee Harrell, Maren Anderson, Elizabeth Yost Neidzwski, Ex-Officio Trustee Lisa West, County Commissioner Lisa Janicki, and Superior Court Judge Laura Riquelme present via electronic GoToMeeting.

**I. Call to Order**

The meeting was called to order at 8:33 AM.

**II. Approval of the Agenda.** Ms. Harrell moved to approve the agenda. Judge Riquelme seconded it.

**II. Old Business**

**A. Memorandum of Understanding with the County - Pending.** Ms. Harrell made some changes and edits to the proposed MOU, but we are still waiting on changes from the county civil department. Commissioner Janicki will forward to Melinda Miller and copy Lisa West. Ms. Anderson raises issue of library's duty to provide access to legal materials for pro se inmates in the jail. Discussion of jail legal resources access and Court's historical policy regarding pro se litigants. Agree to leave in language in MOU regarding pro se inmates in jail.

**B. Law Librarian Job Description and Posting.** We are still waiting on the county to approve the job posting.

**C. Law Library Budget.** Discussion of county wide automatic rehiring freeze and potential revenue shortfall due to COVID. Budget cycles are due the first week in August. Discussion of need for budget line items for cutting and potential to renegotiating WestLaw. We are saving money with our legal extern. Judge Riquelme discusses the need for more information regarding print sources, and determining whether there is any overlap between digital and print resources.

**III. New Business**

**A. UW Directed Fieldwork Externship.**

**a. Update on access to library and schedule.** Discussion of timeline for Ms. Anderson's internship and schedule. Ms. Harrell will be present in the library with Ms. Anderson, at least for the first day of her internship.

**b. Projects for the externship** Priority for her project is to complete an inventory. Other projects to include working on law library policies, cross-referencing digital and print resources. Review WestLaw contract for changes, and proposed 2021 budget.

**IV. Adjourned.**