

**RECORD OF THE PROCEEDINGS**  
**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, July 8, 2021**

The Skagit County Law Library Board of Trustees met on Thursday, July 8, 2021. Due to ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Merrilee Harrell, Andrew Schuh, Melissa Simonsen, Court Administrator Lisa West and Judge Elizabeth Neidzwski.

- I. **Call to Order:** Meeting was called to order at 8:34 am.
  
- II. **Approval of Minutes:** No Minutes were available for previous meetings for approval.
  
- III. **Update from the Law Librarian:** Ms. Anderson was not present at the meeting, so no update was provided.
  
- IV. **Old Business**
  - A. **Library Reopening**

The Library has reopened consistent with updated Covid requirements. It was mentioned that the traffic in the library is well-matched with the Librarian's schedule. No problems were reported related to the re-opening.
  
  - B. **Annual Report**

The Annual Report was approved by the Board at the previous meeting. Court Administrator West will work to get it circulated to the County Commissioners.
  
- V. **New Business**
  - A. **Budget**

The budget must be approved and submitted by late August. It has been provided to the Board members in draft form to allow for review and full discussion at the August meeting. Discussion related to various line items was entertained by Court Administrator West. Input will be sought from the Law Librarian upon her return.

**B. New Temporary Law Librarian**

It was noted that additional coverage is needed in the Library. Trustee Harrell excused herself from the meeting at this point due to her interest in the position.

Discussion resulted in Court Administrator West volunteering to discuss this issue with Human Resources and to report back to the Board at a later date. Posting of the position will be public and all interested, including Trustee Harrell, can apply through that process.

Trustee Harrell rejoined the meeting.

**C. New Internet Service**

The internet service for the public access computer terminals in the Law Library has been problematic for a significant period of time, even predating the current Law Librarian. The current line and service is insufficient. Due to the access to the terminals being public, the computers must be on a service that is entirely separate from the rest of the courthouse.

Possible solutions include joining the Mount Vernon city fiber line. Pogo Zone is a possibility for service provider at that time, which would provide a much higher speed service. The fees for th service will likely be increased and will be included in the current draft budget. The budget line item currently used for this expense is "Telephone" but will be changed to "Internet."

Any changes will not happen until late August, at the earliest. Court Administrator West will update the Board as more information is known.

- VI. Adjournment:** A motion to adjourn was made by Andy Schuh and seconded by Merrilee Harrell. The motion passed unanimously. The meeting was adjourned at 9:20 am.