

**RECORD OF THE PROCEEDINGS**  
**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, July 9, 2020**

The Skagit County Law Library Board of Trustees met on Thursday, July 9, 2020, with Trustees Merrilee Harrell, Maren Anderson, Elizabeth Yost Neidzowski, County Commissioner Lisa Janicki, Superior Court Judge Laura Riquelme, and Ex-Officio Trustee Lisa West present via electronic GoToMeeting.

**I. Call to Order**

The meeting was called to order at 8:32 AM.

**II. Approval of the Agenda.** Commissioner Janicki moves to approve the agenda. Judge Riquelme seconds.

**II. Old Business**

**A. Memorandum of Understanding with the County - Pending.** Lisa West followed up with Skagit County civil prosecutor Melinda Miller. No updates yet.

**B. Law Librarian Job Description and Posting.** Commissioner Janicki reported on her conversation with HR regarding the job posting. There is a hold of 90 days on most job posting. There is a likelihood there will be countywide curtailment of spending. Discussion regarding salary levels for the law librarian position. The current salary level (9) does not require a college degree. Ms. Harrell raises the importance of keeping the library staffed to the fullest extent possible. Discussion of work currently being done in UW externship, and staffing levels given COVID-19 safety needs in order to re-open the law library. Comparison discussion of other law libraries in comparable counties. Out of the local law libraries, only Snohomish is open full time. Most smaller counties have part-time staff or are unstaffed. The law does not require full time staffing. Discussion regarding the need for a law librarian, otherwise, legal resources are fairly useless for those without legal training on how to use them. Judge Riquelme speaks in favor of an in-person librarian v. purely books, when resources are available on-line, including a social justice aspect of having a librarian with higher qualifications. Ms. Harrell raises the issue of the varying utility levels of paper resources, and how not everything is available on-line. Ms. Harrell emphasizes that we should keep the municipal and county codes. Shepherds is old and out of date, therefore not useful. Discussion of possible switch to Lexis as a cost-saving measure. Ms. Anderson discusses our current WestLaw contract, and the need for our librarian (when hired) to analyze the community's needs. The County can do a salary comparison as to an appropriate salary if we require a BA, with a posting at 20-30 hours per week. Agreement the Board will look at and update the job description and then have it rated by HR.

**C. Law Library Budget.** No action taken.

**D. UW Directed Fieldwork Externship.** Ms. Anderson gives an update on her externship work. Ms. Anderson has thus far completed 25 hours of internship time out of 50 hours total. The plan is to complete her time by the end of July. She is conducting an inventory of library resources. Discussion of moving computers and reconfiguring library spaces. Her next task is to work on collecting library policies. She has not yet located any written law library policies. Judge Riquelme moves to immediately adopt a policy during the pandemic, barring the removal of any materials from the law library. Ms. Harrell seconds the motion. It passes.

**III. New Business – None.**

**IV. Adjourned** at 9:35 AM.

