

**RECORD OF THE PROCEEDINGS**  
**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, August 11, 2022**

The Skagit County Law Library Board of Trustees met on Thursday, August 11, 2022. Due to the ongoing COVID-19 pandemic, the meeting was available both in person at the Library and remotely via Zoom. Present at the library were Board of Trustees Chair Melissa Simonsen, Trustees Ms. Jeri Chavez and Mr. Andy Schuh, Ex-Officio Member Ms. Michelle Cook and the Law Librarian, Cindy Adams. Present via Zoom was Ex Officio Commissioner Lisa Janicki.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8:30 am. The Standing Agenda was acknowledged.
- II. **Approval of Minutes:** Minutes from the July 14, 2022 meeting were reviewed and, upon a motion by the Chair seconded by Mr. Schuh, were approved and adopted unanimously.
- III. **Update from Law Librarian:** The Law Librarian presented a 4 page report to the Board which included 29 bullet points for reference under 5 categories: Board Matters, Library Collection, Other Services, Outreach, and Library Administration (the “Librarian’s Report” or “LR”).
- IV. **Old Business:** The new Law Librarian, Ms. Cindy Adams, was welcomed by the Board. On a motion by the Chair and seconded by Ms. Chavez, the board unanimously appointed the new Law Librarian as the Secretary of the Board of Trustees.
- V. **New Business:** After review of the Librarian’s Report several items of New Business were raised by the Board for consideration.
  - A. **Board Minutes and 2021 Annual Report:** It was suggested that the Librarian work with Ms. Cook to verify all meeting minutes to date have been filed in the Board Book and to verify that the 2021 Annual Report has been officially adopted and filed. In addition, the Librarian, with Ms. Cook’s assistance, was tasked to ensure that all public meeting minutes and filings have been uploaded to the Law Library website. **(LR Items 1 & 3)** .
  - B. **State Open Public Meetings Act:** The Librarian was instructed to participate in the free State Open Public Meeting Act training prior to the next Board Meeting. **(LR Item 2)** .
  - C. **County Interlocal Cooperation Agreement:** The Librarian was instructed to forward to all Board Members a copy of the latest Interlocal Cooperation Agreement between the Law Library and Skagit County regarding Library operations and concomitant financial responsibility. **(LR Item 4)**
  - D. **Library Collection Development:** Line Items 5 through 15 of the Librarian’s Report with regard to the Library Collection were not taken up by the Board at this meeting. The consensus of the Board was that a smaller working group should be established to focus on the Library’s Collection Development Policy and its implementation prior to making recommendations for adoption by the entire Board. The Librarian was directed to send out an email to all Board Members inviting them become members of this working group. The Librarian shall report back at the next board meeting as to the status of the formation of this working group. **(LR Items 5 through 15)**.

- E. **Notary Services:** The Library Budget was reviewed to ensure that enough resources were available for the costs of covering the Librarian becoming a Notary Public. The consensus of the Board was that this service should be a priority. Ms. Cook explained that the Library's budget for the 2022 Education Budget should be sufficient for this purpose. In addition to ensuring funding this project, the Board considered whether the Librarian/Notary should charge the public for services. It was proposed that once the Librarian finished the process of becoming a notary, the board should consider a sliding scale or other form of pricing mechanism that would take into account the various financial resources of library patrons. **(LR Item 16).**
- F. **Photocopy Charges.** It was the consensus of the Board that the Library should resume charging for copies as soon as possible. It was proposed by the Chair and seconded that the SCLL Cash Collection Policy be amended to reduce copy charges for black and white copies to 5¢ per page, with the first 10 pages free to all Patrons, and 20¢ for color copies. The Board considered various factors in making this decision, including the needs of the community, the desire to increase Library traffic and the ability of Patrons to scan to e-mail or to a flash drive for free. **(LR Item 17).**
- G. **Flash Drive Sales.** During the discussion regarding photocopy charges, it was noted that Patrons are currently able to scan files and documents to flash drives, among other devices. The Board discussed the option of selling inexpensive flash drives on site for Patrons who may wish to save resources electronically but may not have a flash drive for the purpose. The Librarian was instructed to survey prices and report back to the Board. **(LR Item 17).**
- H. **Law Library Survey.** The Board next took up the matter of the Law Library patron survey. This program had been started by former Law Librarian, Maren Anderson. Mr. Schuh indicated that he was still in contact with Ms. Anderson and would inquire regarding the status of the project as she left it. **(LR Item 22).**
- I. **Bar Newsletter.** The Librarian raised the matter of contributing to the local bar newsletter. It was noted that the bar newsletter was not currently active. The matter was therefore tabled. **(LR Item 23).**
- J. **Networking.** The Board discussed with approval directing the Librarian to increase networking ties in the community, including the local bar and local legal service providers of all ilks in order better gauge the needs of the legal community. Mr. Schuh offered to introduce the Librarian to the current Vice Chair of the Skagit Bar Association with the possibility of the Librarian attending the quarterly meetings of the bar.
- K. **Sources of Library Revenue.** The Librarian's report raised the matter of possible alternative sources of revenue for the Library. It was proposed in the Librarian's Report that the local bar association make financial contributions to the library to help support services used primarily by attorneys. Mr. Schuh correctly pointed out that pursuant to RCW 27.24.067 the law library shall be free to members of the bar. The matter was therefore tabled. **(LR Item 26).**
- L. **Mobil Librarian.** Of greatest interest to the Board was the creation of a Mobil Librarian Service which would allow the Librarian and Patrons access to library materials at law

fairs and other community outreach workshops outside of the Library space. Equipment required would be a laptop with MS Office and Westlaw, a Wi-Fi Hot Spot, mobile printer/scanner. Funds from the Library's education budget could be used to cover the cost of creating the Mobile Librarian. The Librarian was tasked with exploring the costs involved and report back at the next meeting. **(LR Item 27)**.

- VI. **Adjournment:** A motion to adjourn was made by Mr. Schuh, seconded by Jeri Chavez. The motion passed unanimously. The meeting was adjourned at approximately 9:35 am.