

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, August 12, 2021

The Skagit County Law Library Board of Trustees met on Thursday, August 12, 2021. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Merrilee Harrell, Melissa Simonsen and Judge Elizabeth Neidzwski; County Commissioner Lisa Janicki; and Law Librarian Maren Anderson.

- I. **Call to Order:** Meeting was called to order at 8:31.
- II. **Approval of the Agenda:** Standing agenda was previously approved.
- III. **Approval of Minutes:**
 - a. June 2021 Meeting: Meeting minutes will be circulated for later approval.
 - b. July 2021 Meeting: Ms. Harrell moved to approve, Ms. Neidzwski seconded, motion approved unanimously.
- IV. **Update from the Law Librarian:** There has been an increase in in-person use of the library, primarily patrons requesting brief service (printing, copying, etc.) but a few patrons wanting to use the space itself for research and/or work. Remote reference questions (by phone and email) continue, including one recent question from an inmate at the jail (bringing the total in the last year to two.) The law librarian had a conversation with Lieutenant Randall-Secret re: sending specific information to inmates.
- V. **Old Business:**
 - a. Approval of Recommended Budget: Budget documents were circulated prior to the meeting; tentative plan was that if the Board was in agreement, it would be approved at this meeting for submission. (Note: While proposed budgets are due soon, budget presentations don't occur until October. There is the option to propose updates or changes prior to that time, if necessary due to changes in staffing, internet service, etc.)
 - i. Motion: Ms. Harrell moved to approve, Ms. Neidzwski seconded, motion approved unanimously.
 - b. Temporary Law Librarian: The consensus on the Board was that hiring the full-time librarian takes priority, but position is currently posted with a closure date of 8/20/2021.
 - c. Internet Service: According to a recent update from Mike Almvig, we are still about 2-3 weeks out on getting the new internet service set up. There was a brief discussion regarding whether the existing internet service has been slow for a long time, or if it just recently slowed down significantly. Although the law librarian doesn't have extensive historical knowledge, Leslie (the on-call librarian) reports that it had been slow for a while but was still working. It appears to be only recently that it has gotten so slow that websites fail to load.
- VI. **New Business:**
 - a. Hiring:
 - i. When will interviews occur? Sometime next week (8/16-21), but a specific date wasn't set. It was noted that interviews should occur as soon as possible. It is anticipated that each interview will last approximately 30 minutes.
 - ii. Where will interviews occur? On Zoom.
 - iii. Who will be interviewed? There was a consensus that all five applicants should be interviewed, assuming they are available.
 - iv. What are the interview questions? Interview questions developed for the last interview process are a good starting point, but it was suggested that a question should be added regarding COVID safety protocols to evaluate applicants' ability and commitment to reducing/eliminating the risk of transmission in the law library.

- b. Opening of the Library pending new full-time librarian: The current on-call librarian is available to cover the law library M/W/F from approximately 8:30-12:30.

VII. Next meeting: September 9, 2021 at 8:30

- a. **Future Meeting Topic:** Commissioner Janicki suggested that the Board of Trustees participate in some sort of training regarding the Open Public Meetings Act, which applies to the work of the Law Library Board of Trustees. There may be training available through Skagit County, but there are also training resources available through the AGO, for those who might be interested.¹

VIII. Adjournment:

¹ Videos and other resources can be found at: <https://www.atg.wa.gov/opengovernmenttraining.aspx>, specifically there is an approximately 16 minute video re: Open Public Meetings Act in Lesson 3 (<https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>)