

**RECORD OF THE PROCEEDINGS**  
**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, August 13, 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** at 8:31 AM.
  - II. **Approval of the Agenda.** Judge Riquelme moves to approve the agenda. Ms. Harrell seconds. Agenda approved unanimously.
  - III. **Approval of Minutes from July 9, 2020.** The notes from that meeting were not currently available. (the notes have subsequently been located). Ms. Neidzowski proposes creating a repository for storing and sharing board documents. Ms. Anderson suggests a shared Google Drive. Judge Riquelme proposes creating a section on the Law Library website for meeting minutes and agendas. Ms. West says that will be easy to do with the assistance of IS. Ms. Harrell moves to approve 6/11/20 meeting minutes. Judge Riquelme seconds. The 6/11/20 meeting minutes are approved unanimously. Ms. Harrell moves to publish the board meeting agendas and minutes on the website. Commissioner Janicki seconds the motion. It unanimously passes.
- II. **Old Business**
- A. **Memorandum of Understanding with the County - Pending.** Ms. West sent out a MOU with the civil prosecutor's comments yesterday. Ms. Harrell provided some revision. She removed reference to the law library providing support to incarcerated persons as that is not something we do any longer given increased access to legal research and resources in the new Community Justice Center, except for in unusual circumstances. Ms. West raises concerns that the MOU existed prior to the Superior Court reorganization, which brought juvenile court under the Superior Court Administrator's umbrella of responsibilities. The proposed MOU lists the Superior Court Administrator as responsible for day-to-day operations of the law library. Depending on the approved law librarian job description, it may be appropriate to update the MOU to give the law librarian responsibility for day-to-day operations. Ms. West will review the MOU and propose language relating to the Superior Court Administrator's oversight role and send it to the Board for approval. Once the Board approves, it will be sent back to the civil department for approval.
  - B. **Law Librarian Job Description and Posting.** Ms. West reports on and shares comparables received for Whatcom and Island County law librarian positions. She suggests we look at high volume court times and have the law library open during those high volume/high need times only. She reminds the Board that our law library gives attorneys the possibility of after-hours key card access, which addresses concerns in other counties regarding limited hours. Discussion regarding staffing levels for the law librarian job posting. Ms. Harrell makes a motion to ask Ms. West to provide a final proposed job description for a 32 hour per week, range 10 law librarian position, with a requirement for two years of education, BA preferred. Judge Riquelme seconds. Discussion regarding the need for HR comparables. Ms. Harrell states that Whatcom County is more of a comparable to Skagit County for this purpose than Island County. The motion passes unanimously. Ms. West will make efforts to connect with HR today and move forward with the job posting.
  - C. **Law Library Budget.** The budget was submitted earlier this week. Ms. Harrell has questions regarding adjusting the budgeted salary given the adjusted request for a 32 hour per week law librarian. The numbers will be recalculated and sent out to the Board. No action taken.

**D. UW Directed Fieldwork Externship.** Ms. Anderson submitted a report to the Board yesterday. She notes that there have been several voicemails from people inquiring about law library services. She also notes several conversations with the King County law library regarding the potential for collaboration and pooling resources to provide increased resources. Discussion of the potential for a part-time substitute law librarian while the posting is being approved, but that would take its own separate posting. There is currently someone in that position who could assist with public contact once the library is open.

### **III. New Business**

**A. Desk Book – Estate Planning, Probate, and Trust Administration in Washington.** Discussion of the value of this particular resource for the library. Ms. Harrell moves that the Board approve the purchase of the book. Judge Riquelme seconds. Motion passes unanimously.

**B. Hiring and Evaluation Process for Law Librarian.** Tabled pending approval of job posting.

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