

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, September 9, 2021

The Skagit County Law Library Board of Trustees met on Thursday, September 9, 2021. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Merrilee Harrell, Melissa Simonsen, Andy Schuh and Judge Elizabeth Neidzwski.

I. Call to Order: Meeting was called to order at 8:35.

II. Approval of the Agenda: Standing agenda was previously approved.

III. Approval of Minutes:

- a. June 2021 Meeting: Judge Neidzwski moved to approve, Mr. Schuh seconded, motion approved unanimously.
- b. August 2021 Meeting: Ms. Harrell moved to approve, Mr. Schuh seconded, motion approved unanimously.

IV. Update from the Law Librarian:

A report was submitted by Ms. West to the Board, the Board reviewed and accepted that report as follows:

Since Ms. Anderson's departure on August 13, 2021 we have been able to have the Law Library open 12 hours per week – Monday, Wednesday and Friday from 8:30 – 12:30 p.m.. Although not ideal, these hours seem to be meeting the needs given the reduced traffic in the Courthouse due to rising COVID cases.

Judge Neidzwski also updated the Board and reported that the Court has taken a one month pause on Jury trials which are set to resume on September 27, 2021. The Court has, however, seen an increased number of particular cases, such as on the Ex Parte docket, D.V. protection orders, and eviction matters. Judge Neidzwski expects that the law library will see an increased amount of traffic soon as we see more Pro Se litigants related to these cases.

V. Old Business:

- a. Budget: Budget has been sent to the County Commissioners Office in preparation of their 2022 Budget decisions.
- b. Temporary Law Librarian: The Board discussed that the continue goal is to hire the full-time librarian. The position closed on 8/20/2021. The Board would like to revisit this and review applicants when the law librarian is hired.
- c. Internet Service: The Board is looking forward to an update from Ms. West at the October meeting.
- d. West Contract: A continued issue is the accessibility to West with the computers at the law library. It may be prudent for the law librarian to have their own username rather than the access connected via the stationary computer. Alternatively, the law librarian may want an additional user. When the law librarian is hired this would be a good item for them to review and decide what works best for them and the library.

VI. New Business:

- a. Hiring:
 - i. Interviews occurred on August 16, 2021 via Zoom using questions approved by the Board.
 - ii. Present were Ms. West, Judge Neidzwski, Ms. Harrell and Ms. Simonsen.
 - iii. Following initial interviews via Zoom, the panel has invited a candidate to visit the law library to complete an in-person interview. All Board members are invited to participate in this meeting.
- b. Open Meeting Act Training: At the August Board Meeting Commissioner Janicki suggested that the Board of Trustees participate in a training regarding the Open Public Meetings Act, which applies to the work of the Law Library Board of Trustees. There is an

online training resources available through the AGO that can be viewed on the Zoom platform. The Board will reserve a portion of the October Board meeting to watch and discuss the video, which is approximately 16 minutes: Open Public Meetings Act in Lesson 3 (<https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>). Other resources can be found at: <https://www.atg.wa.gov/opengovernmenttraining.aspx>.

- c. Library Print Materials: Mr. Schuh advised that Mr. Bill Garcia, a relative of an attorney who recently passed away, has asked if the Law Library is interested in two sets of historical texts: 1) 1905 Legal Encyclopedias, and 2) 1897 General Encyclopedias. The Board discussed their historical value and worth; however, due to space considerations, the consensus of the Board was to decline the offer. Mr. Schuh will refer Mr. Garcia to the Skagit County Historical Museum.

VII. Next meeting: October 14th, 2021 at 8:30.

VIII. Adjournment: Motion by Mr. Schuh, Judge Neidzowski seconded, motion approved unanimously.