

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES  
Thursday, October 8, 2020**

The Skagit County Law Library Board of Trustees met on Thursday, October 8, 2020. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Merrilee Harrell, Andrew Schuh, Melissa Simonsen and Superior Court Judge Laura Riquelme; Ex-Officio Trustees County Commissioner Lisa Janicki and Court Administrator Lisa West; and Law Librarian Maren Anderson. Some participants were unable to stay for the entirety of the meeting due to other commitments and length of the meeting.

- I. **Call to Order** at approximately 8:35 am.
- II. **Introductions.** Due to the two new members (Andrew Schuh and Melissa Simonsen), all meeting participants were introduced.
- III. **Approval of the Agenda.** Ms. Harrell moved to approve the agenda; Judge Riquelme seconded; agenda approved unanimously.
- IV. **Approval of Minutes from Sept. 10, 2020 Meeting.** Noting one minor change previously noted, Ms. Harrell moved to approve; Judge Riquelme seconded; minutes approved unanimously.
- V. **Update from the Law Librarian.** The Law Librarian circulated an update regarding the law library prior to the meeting and provided the following additions:
  - a. **General Status:** The Governor's Office released new COVID-19 business activity guidelines regarding libraries in Phase 2 and Phase 3 counties on October 6. While these guidelines do allow libraries to open to the public, they require dramatically reduced occupancy as well as an extensive COVID-19 exposure control, mitigation, and recovery plan.
  - b. **Outreach:** The law librarian has recently been in touch with a staff member at the Skagit Valley College library to explore possible options for partnerships.
  - c. **Further Action Required:** The law librarian will circulate the guidance to all Board of Trustee members. The law librarian will inquire with court clerk about the potential of having law library contact information in the form of business cards to hand to potential users. The law librarian will inquire with the VLP program manager regarding their currently available services and opportunities to partner regarding outreach.
- VI. **New Business**
  - a. **Election of a Board President**
    - i. **Motion:** Ms. Harrell nominated Judge Riquelme to serve as board president; Mr. Schuh seconded the motion. There was some discussion about setting a specific term for the position of president. It was determined that setting a specific term was not necessary at this time but it may be worth considering the development of some bylaws or written policies and procedures for the board of trustees. Specific terms for the position of president could be reconsidered at that time. As there was a general consensus that amendment to the motion was not necessary, a vote was called and the nomination was approved unanimously.
  - b. **Development of a Template for Librarian's Monthly Updates**
    - i. **Discussion:** Noting that the monthly update may evolve over time, depending on the activity of the library and the priorities of the board, there was a general consensus that the update provided was relevant and useful. It was specifically

noted that, as outreach and marketing continues to be a high priority, this information should continue to be included.

- ii. **Further Action Required:** It was recommended that information be included in the reference statistics regarding how the reference question came in (telephone, email, etc.) and, if possible, how the patron learned of the law library's services. In addition, it was requested that updated regarding reopening plans in light of COVID also be included.

## VII. Old Business

### a. Annual Report

- i. **Current Status:** The 2019 Annual Report was submitted, per the requirements of the RCW, and was circulated to board members prior to this meeting. There were no substantial changes from previous years' reports. The current report provides a good template for future reports; the RCW requires certain information but additional information could also be included, if it was determined to be useful.
- ii. **Discussion:** The circumstances of this year, with the recent retirement of the former law librarian, demonstrate that completing the annual report well before the September deadline set by the RCW 27.24.040 may be more effective. It was concluded that it would be better to have the report drafted within the first quarter of the year, recognizing that financial information may take a few months to finalize.
- iii. **Motion:** Ms. Harrell moved to establish a policy that the law librarian submit a draft annual report to the Board of Trustees prior to the March Board of Trustees meeting, that the March Board of Trustees meeting occur, even if other meetings may be cancelled due to lack of necessity and that the report be reviewed for approval by the board at that meeting. Mr. Schuh proposed an amendment to the motion, that the draft be submitted to the Board of Trustees prior to the March meeting and that the report reviewed for approval prior to the April meeting. There was general consensus approving the amendment, Mr. Schuh seconded the motion as amended and the amended motion was approved unanimously.

### b. Priorities for Law Librarian

- i. **Discussion:** The priorities identified by the Board of Trustees are currently: Marketing and outreach; additions and improvements to the website; and planning for reopening.
- ii. **Further Action Required:** Ms. Anderson will inquire with Westlaw to determine when (if such a date has been determined) the remote access will terminate and prepare to reopen prior to termination of that service. Ms. Anderson will also check to ensure the law library has language access resources available.

### c. Development of a Performance Evaluation.

Tabled until the next meeting, except that Ms. Harrell expressed appreciation for the resources Ms. West provided from the County. She also requested that someone inquire with other law libraries, to see if there are law library-specific evaluation considerations.

- i. **Further Action Required:** Ms. Anderson will send Ms. West names and contact information for other county law libraries; Ms. West will inquire as to evaluation processes.

### d. Budget Update

- i. **Current Status:** The budget presentation for the law library occurred yesterday (October 7). The budget is submitted as proposed. The final budget is released at a public meeting in early November. Typically, if major changes were anticipated to a specific budget, someone from the county would reach out in the next couple of weeks, prior to the release of the final budget.

## VIII. Adjournment.

Ms. Harrell moved to adjourn; Mr. Schuh seconded; motion to adjourn approved unanimously at approximately 9:55 am.

