

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, October 14, 2021

The Skagit County Law Library Board of Trustees met on Thursday, October 14, 2021. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Melissa Simonsen, Andrew Schuh, Judge Elizabeth Neidzwski, and Court Administrator Lisa West; and Law Librarian Naomi Clegg.

- I. Call to Order:** Meeting was called to order at 8:34.
- II. Approval of the Agenda:** Standing agenda was previously approved.
- III. Approval of Minutes:**
 - a. September 2021 Meeting: Ms. Simonsen and Mr. Schuh made two suggestions for changes to the minutes. Ms. Simonsen moved to approve the minutes pending changes, Mr. Schuh seconded, motion approved unanimously.
- IV. Update from the Law Librarian:** The library is now open 32 hours/week, no appointment needed. Courthouse COVID restrictions are still in place. Over the past two weeks, we've averaged 1.4 reference interactions/day. The librarian has reached out to court staff, Lt. Randall-Secrest at the jail, and Skagit County public libraries with information about library hours and services. Several libraries have responded positively. The librarian has also spent time familiarizing herself with Washington resources for court forms, legal aid, legal research, and records searching.

Questions from the law librarian:

 - a. Has the 2020 Annual Report (due September 2021) been completed? Ms. West will send a copy to Ms. Clegg.
 - b. The law librarian suggests taking a notary course and obtaining notary certification; the estimated cost is \$225. Mr. Schuh notes this has been suggested and approved in the past and would be helpful for the librarian to pursue.
 - c. What services can the law library offer to the bar? Mr. Schuh suggests connecting with Maren Anderson, who handles the newsletter. The librarian also asked whether the library still provides after-hours access cards to bar members; Ms. West reports that access cards have been turned off since March 2020 and will send Ms. Clegg COVID operating plans. After-access policies may need to be reevaluated in the future.
 - d. The law librarian asks whether any new library policies have been approved during the time Ms. Anderson was at the law library; the board reports that draft policies were circulated, but none were formally approved.
- V. Old Business:**
 - a. Internet Service: Ms. West and Ms. Clegg coordinating with Mike Almvig to get an update on the fiber install progress. The law librarian reports that internet service for the patron computers is functional but still very slow.
 - b. West contract: The board discussed the feasibility of changing the library's Westlaw subscription to an account model instead of a terminal model. The law librarian will confirm dates for our current contract and prepare estimates for Westlaw and LexisNexis for the next board meeting.
 - c. Open Public Meetings Act Trainings: As not all board members were present, the board suggested moving the OPMA training suggested by Comm. Janicki to the next meeting.
- VI. New Business:**
 - a. Collection: The law librarian suggested discarding federal primary materials that are no longer being updated. These include the Federal Reporter, Pacific Reports, US Supreme Court Reports, and US Code. All are available in Westlaw. The board suggested the law librarian evaluate the collection and make a deselection proposal to present to the board.

- b. Connecting with local stakeholders: Ms. Simonsen offered to facilitate meetings between the law librarian and Andy Dugan at Skagit Legal Aid, as well as Kerry Fitz-Gerald at Seattle University.

VII. Next meeting: November 11, 2021 at 8:30

VIII. Adjournment: The meeting was adjourned at 9:27 a.m.