

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, November 12, 2020

The Skagit County Law Library Board of Trustees met on Thursday, November 12, 2020. Due to the ongoing COVID-19 pandemic, the meeting occurred remotely via electronic Zoom meeting. Present were Trustees Merrilee Harrell, Melissa Simonsen and Superior Court Judge Laura Riquelme; and Law Librarian Maren Anderson.

- I. **Call to Order** at 8:36 am
- II. **Approval of the Agenda.** Ms. Harrell moved to approve the agenda; Ms. Simonsen seconded; agenda approved unanimously.
- III. **Approval of Minutes from October 8, 202 Meeting.** Ms. Harrell moved to approve. After one minor change was addressed, Ms. Simonsen seconded and the minutes were approved unanimously.
- IV. **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. **Reopening:** Librarian conducted an informal poll of other county law libraries to see which, if any, were physically open. Law libraries in several larger counties (King, Clark and Spokane) all remain closed. Law libraries in Snohomish and Pierce are open by appointment only or by clerk's referral only. Some smaller law libraries (Island, Chelan, Walla Walla and Kitsap) remain open. Further discussion of reopening plans are discussed below.
 - b. **Website:** The law librarian had raised the issue of language access in adding additional resources to the law library website. It was noted that the County utilizes the Google Translate feature, which translates the full webpage into another language upon selection.
 - i. **Further Action Required:**
 1. Librarian will inquire with court administrator regarding use of court contracted services including Language Exchange (on-site interpretation) and Language Line (phone interpretation); payment for such services would come out of the law library budget, but it would be helpful to know if they would be available without setting up a separate contract.
 2. Librarian will inquire with other county law libraries about whether and how they provide any services in languages other than English.
- V. **Old Business:**
 - a. **Remaining Work Required to Physically Re-Open:**
 - i. **Discussion:** Librarian circulated draft plan for reopening, based on opening by appointment only. Librarian believes that draft plan (with minor changes) would comply with Governor's requirements for library services during COVID-19, as Governor's requirements focus on reduction of group size and interaction between individuals, as well as ensuring cleanliness and sanitization of physical space. The following changes and additions were recommended: (1) admittance to library would require a self-check indicating user was currently symptom free, (2) user could be asked to remain in their car or outside the building until librarian called to confirm that they would be admitted, and (3) court rover could escort users with appointment to library, as library door will remain locked and librarian expressed safety concerns about having a user in the library with the door locked (to ensure other users don't enter) and decreased passive observation. Librarian will explore recommendations and integrate them into the current draft plan. However, given the increase in numbers, it was

determined to be an inappropriate time to consider reopening at all, even by appointment and that such a decision should be delayed at least until the next Board of Trustees meeting in December. Prior to that time, the librarian may allow single users into the library, in compliance with the updated draft plan, if remote reference services are determined to be insufficient to meet users needs.

b. Development of Librarian's Performance Evaluation

- i. Discussion:** The county has a standard evaluation form but it's not entirely applicable. Judge Riquelmie also out additional resources related to evaluation of the Mount Vernon library staff.
- ii. Further Action Required:**
 1. Ms. Simonsen will review the resources currently compiled and will try to combine them into an evaluation appropriate to the law library for review at a future board of trustees meeting.

VI. New Business

a. Policies: Deselection of Materials

- i. Discussion:** The law library needs to have a written policy regarding approval of materials for deselection as well as a process for actually disposing of materials. These policies would need to comply with policies regarding county assets. Additionally, it was noted that the governing code does allocate the responsibility of purchase and sale of library property to the board of trustees ("The board of law library trustees shall have the power: ... (4) to purchase books, periodicals and other property suitable for the library and to accept gifts and bequests of money and property for the library, and to sell property which is unsuitable or not needed for the library." RCW 27.24.030) Regarding actually disposing materials, one option would be to have a several step process, for example, surplused materials would be offered first to other local law libraries, then to members of the local bar and to the general public. If, after offering materials to these groups, no one expressed interest, materials would then be disposed of through whatever means necessary.
- ii. Motion:** Judge Riquelme moved to discard the specific items previously identified to the Board of Trustees, after ensuring that discarding such items complied with county policies. Ms. Simonsen seconded. Motion passed unanimously.
- iii. Further Action Required:**
 1. Judge Riquelme will inquire with court administration regarding county contact for policies about surplusung or disposing of property.
 2. Librarian will draft proposed deselection policy for review at a future board of trustee meeting.

b. Referral Cards

- i. Discussion:** General consensus is that referral cards look good and that disclaimer language is sufficient, except that Ms. Harrell will send librarian minor edits.
- ii. Further Action Required:** Librarian will follow up with court clerk to make sure referral cards can be available through the clerk's office.

c. Library Use Survey: potential motion to purchase a reward to encourage completion

- i. Discussion:** Library survey is a good idea, and gift card seems like a reasonable way to encourage responses. There was discussion about an appropriate amount of money and a recommendation that it be for a local business, not Amazon.
- ii. Motion:** Ms. Simonsen moves to approve purchase of gift card in the amount of \$25 to Whidbey Coffee for library use survey drawing reward. Ms. Harrell seconded. Motion passed unanimously.

d. Guidance on Library End-of-Year Spending: Tabled for December meeting.

VII. Adjournment. Meeting adjourned at 9:33 am.