

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, December 10, 2020**

The Skagit County Law Library Board of Trustees met on Thursday, December 10, 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, Skagit Commissioner Lisa Janicki and Superior Court Judge Laura Riquelme; Court Administrator Lisa West and Law Librarian Maren Anderson.

- I. **Call to Order:** Meeting was called to order at 8:35 am.
- II. **Approval of the Agenda:** Agenda was approved without amendment or objection.
- III. **Approval of Minutes from November 12, 2020 Meeting:** Ms. Harrell moved to approve. Ms. Simonsen seconded and the minutes were approved unanimously.
- IV. **Update from the Law Librarian:** There were no additions to the law librarian report, except that there was a brief discussion regarding legal information requests from inmates at the Community Justice Center. It was noted that a kiosk is available to inmates, which meets many of the legal information needs of inmates. However, it may be worth exploring whether there are ways the law library could supplement those resources, either by providing support for staff that assist inmates in accessing that kiosk or providing training or tailored resources directly to inmates. It was decided that further exploration of this issue should occur before the board takes any action. It was noted that the issue of civil needs for incarcerated individuals may be more of a priority, as the resources currently available to them may primarily address criminal legal issues and that incarcerated individuals often face significant collateral civil legal issues.
 - a. **Further Action Required:** Ms. Janicki will reach out to Don Marlow, Chief of Corrections at the Community Justice Center. Ms. Anderson will inquire with Ms. Neidzwski, who has more knowledge of the legal research resources at the Community Justice Center.
- V. **Old Business**
 - a. **Policies:** An electronic version of some existing policies, along with draft new policies for collection development, deselection and disposal of items, was circulated by the law librarian prior to the meeting. Because the existing policies have not been reviewed in sometime, it was determined that those policies should be considered at a later meeting. Ms. Harrell stated that she was willing to work with the law librarian on drafting updated policies, specifically on posted policies.
 - b. **Development of Librarian's Performance Evaluation:** Prior to this meeting Ms. Simonsen circulated a draft evaluation form. Some minor changes were discussed (adding a "not applicable" option to certain questions; combining questions 5, 6 and 8, but adding prompts for specific comments on each category; combining questions 12 and 13; remove the question re: cash handling; breaking the last question into two). Updated draft (see below) will be circulated prior to the next BOT meeting for final review as well as a discussion regarding timing of evaluation, noting that law librarian's probation will end in March.
 - i. **Further Action Required:** Ms. Riquelme will edit document and circulate it to trustees; Ms. Harrell will review and make additional edits as necessarily.
 - c. **Guidance on Library End-of-Year Spending:** Law librarian will purchase new edition of RCW, as the current edition is out of date, as well as minor supplies for the library. The law librarian recommended that additional resource purchases be reserved for a future date; the BOT agreed that no additional purchases are necessary at this time.

- d. Services to Limited English Proficiency (LEP) Users:** Law Librarian reported that her request to other county law librarians in Washington State for information about services to non-English speakers produced few results; only staff from King and Spokane counties replied. Both responses indicated that they received few requests from LEP users and did not have systems in place to serve them.
 - i. Further Action Required:** Law librarian will continue to work on obtaining resources for LEP users and will continue exploring options to ensure the library's ability to serve these users, when necessary.

VI. New Business

- a. Landlord-Tenant Resources on the Law Library Website:** It was noted that there is likely to be an increased need for information about unlawful detainers for both landlords and tenants, if the eviction moratorium is lifted. Several specific resources were suggested for addition to the website.
 - i. Further Action Required:** Law librarian will ensure that additional resources about landlord-tenant law will be added to the website.

VII. Adjournment: Meeting adjourned at 9:38 am.