



CLALLAM COUNTY LAW LIBRARY BOARD MINUTES of January 24, 2024

MEETING OF THE CLALLAM COUNTY LAW LIBRARY BOARD

Vice Chair Brent Basden called the special meeting to order at 12:xx p.m., January 24, 2024. Also present were Commissioner Mike French, Jesse Medlong, Katie Krueger, and Shauna Rogers. Penny Ruby, Law Library Assistant was present.

CALL TO ORDER, ROLL CALL

REVIEW AND APPROVAL OF AGENDA

ACTION TAKEN: French moved to adopt the agenda as presented, no objection, mc

APPROVAL OF MINUTES

- September 27, 2023

ACTION TAKEN: French moved to approve the minutes as presented, no objection, mc

BUSINESS ITEMS

- Appoint new Board of Trustees President and Vice President

ACTION TAKEN: French moved to appoint Basden as President and French as Vice President, Medlong seconded, mc

- Orientation

Basden provided requirements and historical background of the Law Library.

- Forming a work group to study and make recommendations on the following issues:
 1. Law library "vision statement."
 - a. Who served?
 - b. How to enhance access to justice?
 2. Location of law library
 3. Resources available through the law library (electronic vs. hard copies)
 4. Collaboration with NW Justice

Law Library Members introduced themselves and their backgrounds. Basden suggested forming a work group to view the vision of the Law Library. French noted that we may have quorum issues if we have 3 members serving on the work group. Basden suggested having members do research on topics and come back together as a group to discuss. Members held discussion on the next steps. Basden recommends Krueger taking lead on vision and who served, Medlong what resources are available, and Basden location of Law Library. Krueger asked for clarification on her task. Ruby forwarded documents titled Washington State Bar Association Board of Governors and Clallam County Law Library Policies to Govern Use of the Library (see attached).

ACTION TAKEN: Basden moved to divided up the tasks as a starting point and hold a Law Library meeting in 1 month to report back on research, French seconded, mc

- Lexis Nexis Contract Amendment – WA Practice Library

Basden explained we have a contract for Lexis Nexis and recommends tabling the amendment.

ACTION TAKEN: Basden moved to table the amendment, Medlong seconded, mc

NEXT MEETING DATES

- March 6, 2024 at 12 p.m.
- September 25, 2024 at 11 a.m.

CONCLUDED - Meeting concluded at 12:57 p.m.



WSBA

**WASHINGTON STATE BAR ASSOCIATION
BOARD OF GOVERNORS**

Whereas, access to justice is the foundation of a democracy; and

Whereas, the promise of impartiality and fairness in our justice system can be realized only if all members of the public, regardless of socio-economic status, have available to them the tools and resources that give them access to the justice system; and

Whereas, without access to these tools and resources, which include information about procedural requirements for accessing the courts and legal rights and responsibilities, those unable to obtain legal assistance will not have meaningful access to the justice system; and

Whereas, county law libraries are an indispensable resource for obtaining access to legal tools and resources by low- and moderate-income members of the public; and

Whereas, to provide meaningful access to the justice system, county law libraries should be adequately funded;

Now, Therefore, Be It Resolved That:

The Washington State Bar Association, in order to promote the public good, strongly encourages all county governments to provide the needed funding to maintain effective county law libraries.

Adopted by the Washington State Bar Association Board of Governors on October 24, 2009.

A handwritten signature in dark ink, appearing to read "Paula C. Littlewood".

Paula C. Littlewood
Executive Director & Meeting Secretary

CLALLAM COUNTY LAW LIBRARY
POLICIES TO GOVERN USE OF THE LIBRARY
(Revised April 2000)

Mission Statement

The Clallam County Law Library exists to serve the varied legal information needs of the residents of Clallam County; including the bench, the bar, local governments and the public. "Access to legal information is essential to the administration of justice and to the preservation of legal rights." WSBA Standards for County Law Libraries.

Policies

Free Use of the Library:

Use of the Clallam County Law Library shall be free to the judges and government officials within the county, members of the Clallam County Bar, and the public.

Hours:

The law library will be open to the general public during hours that staff are on duty. These hours will be scheduled according to the availability of staff, either paid or volunteer. Library hours will be posted on the outside door to the library.

After-Hours Access by Key:

During regular business hours for the courthouse, and while the library is closed to the public, government personnel and attorneys who are currently practicing law may have access to the library by key. This will require a single key to the door of the library. Attorneys and government personnel who expect to be regular users of the law library may request a library key from the law librarian. For attorneys visiting from out-of-town and other occasional authorized library users, a place to check-out and return a library key has been established in the Clerk's Office (Courthouse, 2nd floor).

Access to the library when the courthouse is closed (evenings, weekends) requires two keys, one to enter the courthouse building and another to enter the library. Attorneys practicing in Clallam County, with a Clallam County business address, may obtain a key to enter the building. The law librarian will accept requests for building keys, for approval by the law library board.

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Policies - page 2

When accessing the law library by key, individuals must observe courthouse rules (such as no smoking), and law library rules (such as signing the check-out sheets for books borrowed). Individuals with keys are responsible for any persons they allow into the building and/or law library in their company, and must take care that these persons leave with them. When leaving the law library and/or the building, please close windows, turn off lights, and be certain the doors are locked behind you. Report lost or stolen keys to the librarian.

Check-Out of Library Materials:

Judges, attorneys and governments officials, and their representatives (secretary, assistant, etc.), may check out library materials. The check-out procedure is by a self-service honor system, which involves signing the form provided on a clip board. Persons checking out materials are asked to sign legibly their name and phone number, and book title, volume number, section, etc., indicating the date book is borrowed, and upon returning, the date book is returned. Check-out period is for no longer than 2 months. Librarian will follow-up on overdue materials with written notice and/or phone call. Books can be renewed by arrangement with the librarian. No overdue fines are charged. In the case of lost books, the person responsible may be charged for the cost of replacement.

Members of the general public may use the books in the library, but not check the books out. A photocopier is installed in the law library for use when library staff are on duty. Copies are ~~ten~~ ¹⁵ cents per page cash.

Food:

No food is allowed in the library.

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Librarian Assistance:

The librarian and library volunteers are not trained or authorized to provide legal advice or interpretation of the information found in the law publications. The librarian is available to provide instructions in the process of using the library materials, and to assist library users in accessing legal information. Library volunteers are not expected to provide this reference assistance, unless they have the skills and experience to do so.

The librarian will post hours she is available, and will answer questions by phone or make appointments for those needing assistance at other times. Messages for the librarian can be left in the Law Library Suggestion Box, or telephone at 417-2287.

Approved this 7 day of April, 2000


W. Kenneth Norris, Chair
Board of Trustees of the
Clallam County Law Library

CLALLAM COUNTY LAW LIBRARY
Location: Rm 175 Basement
Mailing: 223 East 4th Street, Suite 17
Port Angeles, WA 98362-0149
(360)417-2287

TO: Board of Trustees, Clallam County Law Library (CCLLBOT)

Brent Basden (Superior Court Judge)
Mike French (County Commissioner ex officio trustee)
Katherine K. Krueger (Attorney at Law)
Jesse Medlong (Attorney at Law)
Shauna Rogers (Executive Director / Clallam-Jefferson County Pro Bono Lawyers)

FROM: Clallam County Law Librarian / (360) 417-2287 / pruby@co.clallam.wa.us
Penny Ruby

DATE: February 21, 2024

SUBJECT: DRAFT Minutes / Clallam County Law Library Board Of Trustees
Meeting held January 24, 2023, at noon

The meeting noted above was held as scheduled and attended as noted. This meeting was also made available "remotely" (meeting information shared with CCLLBOT -- as noted in Ms. Gores email of January 17, 2024, 7:53 AM.

Location:

Clallam County Courthouse
223 East 4th Street, Room 160
Port Angeles, WA 98362

Zoom:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

Video/Audio of meeting available at the Clallam County Website with Clicks to:

Departments
Commissioners
Boards, Committees, and Commissions + (scroll down to)
Law Library Board (click on)
Clallam County Access to Live & Archived Meeting Recordings, Agendas &
Minutes (scroll down to "Available Archives" heading and click on)
+Boards and Committees Meetings (scroll down to)
Law Library Board Meeting Jan 24, 2024 (click on Video)
(Scroll & Click hint – there are scroll bars-boxes within scroll bar boxes)

Time signature from 00:00 / 58:54 - to hear the word for word of meeting (recording a little low on volume to always catch exact wording).

Judge Basden – Calls meeting to order.

Roll was called, attended by the Clallam County Law Library Trustees, as noted above, with Judge Brent Basden, Commissioner Mike French, Librarian Penny Ruby, and Clerk of the Clallam County Board Of Commissioners Loni Gores, in the room, with Attorney Katherine Krueger, Attorney Jesse Medlong, and Clallam-Jefferson County Pro Bono Lawyers Executive Director Shauna Rogers joining remotely.

1) Motion re approve the Agenda.

Commissioner French – Moves to approve the Agenda.

Judge Basden – Any objection or discussion about that? Anybody opposed? The Agenda is approved.

2) Motion re approve the Minutes from September 27, 2023.

Commissioner French – I will move to approve the Minutes from September 27, 2023.

Judge Basden – Any objection or comment on that? I will comment that I was at the meeting, and they appear to be accurate to me, and so all in favor of approving the Minutes of September 27, 2023? None opposed.

3) Motion re appoint new President and Vice-President of the Board Of Trustees.

Commissioner French – I move to appoint Judge Basden as President, and Mike French as the Vice-President, of the Clallam County Law Library Board.

Attorney Medlong seconds the motion.

Judge Basden – Any discussion about that? None opposed.

4) Motion re division of information gathering responsibilities with:

- a) Attorney Krueger working on what might be included in a mission statement - who served and what types of cases to serve; and
- b) Judge Basden looking at the location of the Law Library, what it should look like; and
- c) Attorney Medlong looking at what resources would be available.

Judge Basden – So, motion that's been seconded. None opposed.

5) Motion re LexisNexis Contract "Amendment".

Judge Basden – I move that we table that issue. None opposed.

Judge Basden – I propose we meet on March 6th at noon like we have today, with a deadline of February 28th to provide whatever information to Loni so she can get it out to us.

cc: Clerk of the Board of Clallam County Commissioners, Loni Gores