

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, June 13, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Meeting on Thursday, June 2024. The meeting was available both in person at the Library and remotely via Zoom. Present were Judge Elizabeth Neidzowski, Board members Jeri Chavez and Andy Schuh, Skagit County Commissioner Peter Browning, Superior Court Administrator, Michelle Cook and Law Librarian Cindy Adams .

- I. **Call to Order:** A quorum being established, the Court Administrator, Michelle Cook, acting Chair for this meeting, called the meeting to order at approximately 8:36 am.
- II. **Minutes:** The minutes from the April 11, 2024, board meeting were approved unanimously with a minor modification to the language.
- III. **Old Business:** The Superior Court Administrator updated the Board on modifications to the Law Librarian II position and the status of its approval by Human Resources, which will set the salary range and steps for the new position.
- IV. **Update from Law Librarian:** The Law Librarian presented her report for April and May. The report included a review of on-site library coverage by the Part Time Librarian during times the Law Librarian is absent or away with the Mobile Law Library; a report on the installation of the debit card reader in the Law Library, as well as a review of rates for charging for goods and services. Finally, the Librarian's report proposed a special meeting of the Board to review and decide the 2025 budget. A possible shift of the Board of Trustee's bi-monthly meeting schedule was proposed so that it would conform more closely to the calendar year.
- V. **Discussion of onsite Library Coverage when the Mobile Library is working offsite.** The Board reviewed the number of hours budgeted for the Part Time Law Librarian and compared that to the actual coverage needs if the Mobile Law Library were to operate two Fridays a month in addition to the Law Librarian's leave. The Superior Court Administrator offered to do a calculation of expected annual leave accrual. Meanwhile the Board decided to keep the Part Time Librarian's current budget with no modifications.
- VI. **Roll out of Payment for Services:** The Board was informed of the progress on the debit card reader installation in the Library. Both Information Services and Treasury are involved in the process which is preceding apace.
- VII. **Library Charges:** Rates to be charged for Library goods and services was then reviewed. charges for copies and notary services were adopted for all those not on government assistance to begin at the discretion of the Law Librarian. The Law Librarian was also given discretion to waive fees in instances where few copies were involved and the patron was not prepared to pay.
- VIII. **Budget Meeting.** A special budget meeting was proposed for July 11, if needed to discuss the proposed 2025 budget. This Special Meeting date was unanimously adopted by the Board.
- IX. **Adjournment:** The meeting adjourned at approximately 9:15.