

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES

Thursday, August 8, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Special Meeting on Thursday, August 8, 2024. The meeting was available both in person at the Library and remotely via Zoom. Present at the library were, Board of Trustees Chair Melissa Simonsen, Board member Jeri Chavez, Skagit County Commissioner Peter Browning, and Law Librarian Cindy Adams and present via the Zoom platform were Judge Elizabeth Neidzwski, Superior Court Manager, Katharine Davies, and Operations Manager for Superior and Juvenile Court, Bridget Candler. Mr. Andy Schuh was absent.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8:30 am.
- II. **Presentation of 2025 Proposed Budget:** The Board was given a copy of the proposed Budget for 2025 that included prior years dating back to 2015 for comparison. There was also an itemized list of items that may be deleted to make the budget equal to 2024 ("Delete Budget"). This Delete Budget was created at the direction of the Skagit County Commissioners and each Skagit County department was asked to create this.
- III. **Budget Discussion:** Operations Manager for Superior and Juvenile Court, Bridget Candler, presented the Base budget in detail explaining each GL code, the reason for the expense and the justification for any increase in the amount. These explanations were also expanded on by Law Librarian Cindy Adams who gave more in depth explanations for the increased expenses. There was also an explanation of the GL code 545004190, Interfund Info Services, which is a new charge beginning in 2024 and which is scheduled to increase this year. Commissioner Browning explained that the Library's budget is expected to be higher to account for this increase in a new GL category. This fund is to cover the cost of information technology type issues such as phones and computer support. Commissioner Browning was supportive of the proposed budget stating that it was a very clean and easy to manage budget and that we make good use of the money allocated. He also identified that there is an increased need for more space for patrons and some of the proposals by the Law Librarian would accommodate more patron space and accessibility. Jeri Chavez moved to approve the budget, it was seconded by Judge Elizabeth Neidzwski and the motion passed unanimously.
- IV. **Library Revenue Going Forward** – No discussion
- V. **Update from Law Librarian:** A Resolution was presented to increase the petty cash fund for the law library to \$100.00. The following typo was noted: "... that the sum of \$100,00 be authorized as ..." That amendment was made to change the comma to a period. It was advocated that the current petty cash was not sufficient when many people come to the law library to make court facilitator appointments and those require a payment. Jeri Chavez moved to increase the petty cash amount to \$100.00, the motion was seconded by Judge Elizabeth Neidzwski, and the motion passed unanimously. The Resolution will now proceed to the Skagit County Commissioners for consideration. There was also discussion about a link on the court website to make a payment. This would be helpful for the law librarian to process payments. Katharine will discuss this with Presiding Judge Styles.
- VI. **Adjournment:** The meeting adjourned at approximately 9:15.