

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES

Thursday, November 13, 2025, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Regularly Scheduled Board Meeting on Thursday, November 13, 2025. The meeting was available both in person at the Library and remotely via Zoom. Present at the library were, Board members Jeri Chavez, Andy Schuh, Commissioner Peter Browning and Judge Heather Shand. Present on Zoom was Board of Trustees Chair Melissa Simonsen. Also present at the law library was Judge Elizabeth Neidzski and Superior Court Administrator Rosanna Wadkins. Law Librarian Cindy Adams was absent.

I. Call to Order: The meeting was called to Order at 8:33 a.m..

II. Approval of Prior Meeting's Minutes:

The Minutes for the May 8, 2025 Regular Board meeting were approved. Motion by Andy Schuh, Second by Jeri Chavez, Passed 3-0-1 with Judge Shand abstaining.

The Minutes for the September 11, 2025 Regular Board meeting were approved. Motion by Andy Schuh, Second by Jeri Chavez, Passed 3-0-1 with Judge Shand abstaining.

The Minutes for the October 16, 2025 Special Board meeting were approved. Motion by Jeri Chavez, Second by Andy Schuh, Passed 4-0-0.

III. Update from the Law Librarian:

We had a guest speaker who attended via Zoom to discuss the various form options available to the public that might assist the Skagit County Court Clerks and the Skagit Law Library patrons.

Laurie Garber (she/her)
Public Legal Education Attorney, Northwest Justice Project
Project Manager, WA Forms Online
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We discussed having a stakeholders meeting that would include a formal training with Laurie Garber and it would also include the following organizations/departments: Skagit Legal Aid, Court Judiciary, Court Clerks, and Law Library Board and Staff. We will work on scheduling that for the spring of 2026.

IV. Old Business:

V. New Business:

Budget: The Commissioners requested that every budget be presented with two contingency plans. One would have a reduction by 10 % and a second would have a reduction by 20%. The Board had thorough discussion of possible budget adjustments and a Motion was made by Jeri Chavez to approve the 10% and 20% budget adjustments as described below. The Motion passed 4-0-0.

10% reduction contingency plan:

- Drop Westlaw to 1 subscription.

20% reduction contingency plan:

- In addition to the items described above, the following items would also be removed from the 2026 budget:
 - Copier
 - Travel
 - Small Tools and Equipment
 - Law Library Books
 - Part-Time Law Librarian

The Board discussed RCW 27.24.070 that allows a portion of court filing fees to be deposited in a law library fund. The County has been utilizing this RCW to collect \$17.00 for each new filing (probate or civil filing fee, including appeals and for every fee for filing a counterclaim, cross-claim, or third-party claim in any civil action). This RCW also allows an increase to \$20.00 if, 1) there is a showing of need; 2) there is a request of the law library board of trustees; and 3) the county commissioners approve the increase. The Board approved a motion to request the County Commissioners increase the filing fee to \$20.00 given the high financial need of the law library and the severe budget cuts that we are facing; specifically, the current budget contemplates a pause of our book collection updates, a reduction in our Westlaw account, and a possible removal of our copier that serves library patrons who need immediate documents to provide in Court and to file. The Motion passed 4-0-0.

- VI. Adjournment:** The meeting adjourned at approximately 9:34 with Jeri Chavez moving to adjourn and Second by Judge Shand. This was approved 4-0-0. The next regularly scheduled board meeting is scheduled for January 8, 2026 at 8:30 a.m..