

## SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES

Thursday, December 12, 2024, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Regularly Scheduled Board Meeting on Thursday, December 12, 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 members Jeri Chavez, Andy Schuh, Judge Elizabeth Neidzowski, and Superior Court Administrator Rosanna Wadkins and Law Librarian Cindy Adams. County Commissioner Peter Browning was not present.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8:35 am.

II. **Approval of Prior Meeting's Minutes:**

June 13, 2024 Minutes – Two changes were made: 1) amend the first sentence to remove “Special Meeting” and change the date from “August 8” to “June 13;” and 2) add adjournment time of 9:15. Jeri Chavez moved to approve and Andy Schuh seconded. Motion carried 4-0-0.  
August 8, 2024 Minutes – One change was made: Andy Schuh was not present at the August meeting so that was added. Andy Schuh moved to approve and it was seconded by Jeri Chavez. Motion carried 4-0-0.

October 10, 2024 Minutes – Minutes were not prepared because there was no quorum present.

III. **Update from the Law Librarian:**

The Law Librarian presented a 5 page detailed written update and discussed that with us. The update included new titles that were added to the collection.

We also discussed removal of the U.S. code to allow for more counter space for patrons and with the understanding that this text is not used by patrons but rather is available and accessed through Westlaw rather than the paper version.

We discussed that the budget was approved to include the funding to allow for a mobile law library and the cost of legal support to keep the physical law library open while Cindy Adams is operating the mobile law library. Commissioner Peter Browning was a strong advocate for the 2025 Budget and it was well received by the Commissioners.

- IV. **Old Business:** We resumed discussion of creating a step model for the Law Librarian position to allow for a different payscale based on the employees skills and levels of responsibility. Currently there is only one job description but the Board believes that it would be beneficial to have the position classified into a distinct Law Librarian I and a Law Librarian II. This matter needs to be sent back to the human resources department.

- V. **New Business:** We discussed the fact that the Law Librarian is also responsible for making appointments with the Court facilitator. The law librarian presented ideas to assist people in making their appointments such as an auto-email, text reminders and calendar invitations. Another point of efficiency was to allow online payments for these appointments. They are working to get that system into place.

- VI. **Adjournment:** The meeting adjourned at approximately 9:08.