

## SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES

Thursday, January 8, 2026, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Regularly Scheduled Board Meeting on Thursday, January 8, 2026. 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, Board of Trustee Chair Melissa Simonsen, and Judge Heather Shand. Also present at the law library was Law Librarian Cindy Adams and Superior Court Administrator Rosanna Wadkins. Commissioner Peter Browning was absent.

**I. Call to Order:** The meeting was called to Order at 8:36 a.m..

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

The Minutes for the November 13, 2025 Regular Board meeting were approved with three edits: 1) Update the Header to "November 13, 2025"; 2) In Section V, change "through" to "thorough;" and, 3) In Section V, include the item that the filing fee that is used to support the Law Library will be increased from \$17.00 to \$20.00. Motion by Andy Schuh, Second by Jeri Chavez, Passed 3-0-0.

### **III. Old Business:**

- A. Budget. We discussed that the County Commissioners approved our proposed budget and that we submitted the contingency plan that we formulated at our November 13, 2025 Board Meeting. All county departments should be provided with a status on the budget in March or April and whether the contingency plans may need to take effect. The Board was appreciative of Commissioner Browning's continued support of the law library and the high value that it has for the citizens of Skagit County.
- B. Stakeholders Meeting. In November we discussed the concept of a meeting in 2026 to discuss the resources that we have available and create a resource guide. Our next steps will be:
  - o Confirm a date and time for a half-day stakeholders meeting (utilize a doodle poll);
  - o Confirm the venue (Public Health conference room);
  - o Invite stakeholders: Skagit Legal Aid, Court Judiciary, Court Clerks, and Law Library Board and Staff;
  - o Invite guests: Laurie Garber (she/her), Public Legal Education Attorney, Northwest Justice Project; Project Manager, WA Forms Online
  - o Confirm the agenda
- C. Collections Update: There is continued progress in removing outdated books and making more space for a working table.
- D. Desk Update: The desk for the law librarian has arrived and Risk Management is planning on getting that installed this month.

**IV. New Business:**

- A. Ricoh Copier Contract: The Board reviewed the invoice for the copier and were informed that the contract is due to expire shortly and that a new purchase order is required in March. The Board requested to review the contract and we will look into getting a copy of that prior to our next meeting. There are two key features that were shut off by Ricoh on January 1, 2025: 1) The ability to print from your phone; and 2) the ability to scan to email. These are two law library resources that are highly valuable to our patrons. It was discussed that an individual often has items on their phone that should be in paper format for Court filings. This feature of the copier and law library resource supports the law libraries commitment to access to justice for all county citizens. The Board will continue to consider the importance of the copier and the added features prior to the March purchase order deadline.
  - B. King County Bar Association Martain Luther King Jr. event. The Board discussed using a portion of the \$920 travel and training budget for the Law librarian to attend this event on Friday, January 16<sup>th</sup>. Board member Melissa Simonsen is attending so the cost would only include the registration fee of \$65.00 because they can travel together. Additionally, attending this event in downtown Seattle opens up the opportunity to have a second visit to the King County Law Library. Our past visit with the King County Law Library was very productive. The librarians there shared a wealth of information and resources that were then utilized in our Skagit County Library. At this visit we hope to again hear about any new programs they are utilizing or new resource management possibilities. The Board approved use of the travel and training budget for our law librarian to attend this event and also visiting the King County Law Library and meeting with their staff again. Motion passed 3-0-0.
- V. Adjournment:** The meeting adjourned at approximately 9:13 with Jeri Chavez moving to adjourn and Second by Andy Schuh. This was approved 3-0-0. The next regularly scheduled board meeting is scheduled for March 12, 2026 at 8:30 a.m..