

**SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES**  
**Thursday, July 10, 2025, at 8:30 AM**

The Skagit County Law Library Board of Trustees held a Regularly Scheduled Board Meeting on Thursday, July 10, 2025. 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, County Commissioner Peter Browning, Superior Court Administrator Rosanna Wadkins and Law Librarian Cindy Adams.

- I. **Call to Order:** The meeting was called to Order at 8:35.
  
- II. **Approval of Prior Meeting's Minutes:** The Minutes for the May 8, 2025 meeting were not yet ready for review by the Board so approval has been postponed until the September 11, 2025 meeting.
  
- III. **Update from the Law Librarian:**

The Law librarian submitted a report that indicated a number of topics, to include a revised focus on the library collection to remove some of the older documents and texts that were out of date. Specifically, we discussed the removal of the Pacific Digest and US Code and also removing our Federal Reporters. Our law librarian suggested that we retain the Supreme Court Reporters because of the educational value of seeing case law such as monumental cases as *Brown v. Board of Education* and understanding how this case law is written in these books for all of us to use in future court arguments. We discussed the idea of updating the Restatements because of their utility to lawyers as well as lay people.

We discuss the increase in library traffic that has increased by a dramatic amount which can in part be attributed to the duties of making appointments for the court facilitator. We discussed some ways to decrease the time needed to provide the customer service to make these appointments. Ideas included: 1) make payments online prior to obtaining an appointment; 2) have a form to complete online that will take all of the necessary information; 3) have the facilitator website include the forms necessary for these appointments; 4) include more directions on the law library website on how to make these appointments. The Board discussed having clear definition of what items are the responsibility of the law Librarian and what responsibilities belong elsewhere and how to divert questions to the proper entity or person. The conclusion of our discussion was that we move forward with the following: 1) Online forms to complete documents, provide information and schedule appointments which is available in both English and Spanish; and 2) Create a list of things that our Law Librarian can do, and things that we can decline and direct people to a different entity or person for the items that they are needing.

We discussed the use of a Form Bank because of the high need of patrons for forms. A continued concern is how to ensure that the forms stay up to date and do not undermine a person with statutes or case law that are no longer applicable. We discussed that if we were to use forms, perhaps Skagit Legal Aid could cover the malpractice insurance costs for anyone who provided those forms. There is a non-profit organization called "Lawyers in the Library" that was discussed and we will look more into that organization to see what mechanism they use to serve the library patrons while also protecting the lawyers who are providing limited legal

services and forms. Commissioner Browning recognized the frustrations that arise when it is difficult to know where to find information and it was suggested that the library provide the forms online and also include a frequently asked questions section. It was noted that the Northwest Justice Project (NWJP) maintains the Washington Law Help website and that it includes a form bank. NWJP does keep these forms up to date, but it was noted that the patrons to the library have common form needs that are not on the website. We discussed having a meeting with NWJP to request additional forms be added to their website.

A few short, but important, topics were the continued need for a counter in the law library to protect the law librarian from intrusions into her office space. These intrusions are both safety concerns and interfere with her ability to complete the administrative parts of her job. We discussed having training on the use of Westlaw which should be available for free through our Westlaw representative. The Access to Justice Conference is being held in Yakima this year and it was discussed that as a training it would be a valuable way for our law librarian to connect with other service professionals in our legal community and see what efforts are underway to serve the underserved. The Commissioner was in support of this Conference so that we know the best ways to serve our community.

**IV. Old Business:**

**V. New Business:** The Board decided to hold a special meeting to discuss the 2026 budget on Monday July 28<sup>th</sup> at 8:30 a.m..

**VI. Adjournment:** The meeting adjourned at approximately 9:29 with Andy Schuh moving to Adjourn, Jeri Chavez seconded and all were in favor. The next regularly scheduled board meeting is scheduled for September 11, 2025 at 9:30 a.m..