

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES

Thursday, July 28, 2025, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Special Board Meeting on Monday, July 28, 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, Superior Court Administrator Rosanna Wadkins, Law Librarian Cindy Adams and Bridgette Candler. County Commissioner Peter Browning was unable to attend this morning.

I. **Call to Order:** The meeting was called to Order at 8:32.

II. **Law Library 2026 Budget Review:**

There were five documents provided to the Board to review:

- 1) Law Library Budget Notes;
- 2) Law Library 2026 Organizational Chart;
- 3) 2026 Law Library Travel Information;
- 4) 2026 Preliminary Budget Overview Summary; and
- 5) 2026 Budget Spreadsheet.

Rosanna Wadkins, Bridgette Candler and Cindy Adams reported on the basis for the budget items that were different from prior years. One of the specific differences was the transfer of the Code Publishing expense to Central Services. A second difference is the inclusion of a budget item for library computers which are no longer serviceable given their age. A third change was readjustment of the travel and training budget to support a training that is in state, yet is at times located on the east side of Washington state. This move will support the added travel and hotel needed for this training.

The Board discussed making the following changes to the budget:

- 1) In the current budget, there remains \$1,700 in the Small Tools and Equipment GL Code of 545003150. This funding was originally allocated for a counter that is necessary for patrons as workspace. The goal was to have this completed during this budget season; however, a precursor is to remove more of our outdated book collection and the bookshelves. That project to clear a portion of the law library is not yet completed, so we are not yet ready to design a counter area. The Board recognized that the Law Librarian desk is in need of improvement to remedy the safety concerns and the usability requirements to support the administrative role of this position. Therefore, the discussion was to buy a new desk with this current budget item during this year and then next year we will use the 2026 budget to purchase the needed counters.
- 2) The Computer is needed because the current computers are no longer serviceable due to their age. The Board recognized that the estimate is valid only for a three month period so we discussed increasing the budget from \$1,101.47 to a new figure of \$1,200.00. This will allow more flexibility if the cost of computers increase in 2026. This is a new cost from the previous year's budget so the Board discussed adding this to the narrative as an "Adds"

budget request and that we include why this is a priority for us to have up to date computers.

- 3) The Board heard from Rosanna Wadkins and Bridgette Candler that the funding provided to the Law Library from probate and civil filings fees and as well as funding from copy and notary services has increase this year over 2024. This is exciting news because it means that the law library is asking for a reduction in local funding from our 2024 Budget. The Board supports a revision of the budget to accurately reflect the local funding requirements for 2025.

Jeri Chavez moved to approve the three modifications to the budget. The Motion was seconded by Judge Elizabeth Neidzwski. The motion passed with all in favor.

Jeri Chavez moved to approve the budget, with the modifications listed above. The Motion was seconded by Andy Schuh. The motion passed with all in favor.

- III. **Adjournment:** The meeting adjourned at approximately 9:09 with Andy Schuh moving to Adjourn, Jeri Chavez seconded and all were in favor. The next meeting will be a regularly scheduled Board Meeting on Thursday, September 11 at 8:30 a.m..