

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, September 11, 2025, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Regularly Scheduled Board Meeting on Thursday, September 11, 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, and Judge Elizabeth Neidzwski. Also present were Superior Court Administrator Rosanna Wadkins and Law Librarian Cindy Adams. County Commissioner Peter Browning was absent.

I. Call to Order: The meeting was called to Order at 8:35 a.m..

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 November 13, 2025 meeting. The Board reviewed the minutes from the Regular Board Meeting that occurred on July 10, 2025 and recommended a typographical change. The Board also reviewed the minutes from the Special Board Meeting that occurred on July 28, 2025 to review and approve a Budget Proposal and the Board recommended two changes. With those changes, the Minutes for both July 10 and July 28th were approved. Motion by Andy Schuh, Second by Jeri Chavez, Passed 4-0-0.

III. Update from the Law Librarian:

The Law Librarian submitted information that indicated the increase of patrons over the past year. There were increases by year as well as an indication that Monday appears to be the day in which the Law Library has the most visitors.

There is also discussion of a new desk to accommodate the needs of the Law Librarian. A desk has been identified and that is proceeding through the proper channels.

There is a continued project of removing books that are no longer up to date and/or utilized by patrons. The elimination of these books will provide space for more working area for patrons to review legal documents and prepare for court hearings.

The Board discussed concerns made by patrons who are very clear that they enjoy utilizing the Law Library and that when it is closed it interferes with their ability to complete the legal work that they need to do. We discussed the clear benefit of having a notary on staff as well as a copy machine. We also discussed the amount of work that is spent supporting the Court Facilitator program by making appointments. A conclusion of this discussion was tree fold. First, we were thankful for the public expressing how much they enjoy having the Law Library open and functioning. Second, we discussed having a survey for all patrons to indicate the basis for their use of the Law Library and also allowing for comments and concerns. Third, we contemplated if we should have another individual on call to provide Law Librarian services when our Law Librarian is out sick. The Board was in support of this idea.

IV. Old Business:

Human Resources Issue: At approximately 9:00 the Board went into Executive Session to discuss a confidential matter. The Board concluded this discussion and came out of executive session at approximately 9:18.

V. New Business:

- A) Budget: There were two budget items relating to our 2026 budget proposal that were presented for approval.

First, the Code Publishing Costs for the first half of the year exceeded the budgeted amount. The Law Library is asking for the additional funding to pay in full for the cost of this expense. Moving forward, the code publishing costs will no longer be included in the Law Library budget. The Board approved the change to increase the Code Books/Maps cost (Fund: 108, GL Code: 545003411) from \$2,500 to an increased amount of \$4,092. Motion by Jeri Chavez, Second by Andy Schuh. Motion passed 4-0-0.

Second, when the Board approved the proposed budget for "Interfund Info Services" it utilized the same expense as what was required in 2024; namely, \$14,595.00. Updated information was delivered from Interfund Info Services (Fund: 108, GL Code: 54500419) that described the cost of their services for 2026 will be \$20,557.10. Therefore, the Board moved to increase this cost in the proposed 2026 budget. Motion by Jeri Chavez, Second by Andy Schuh. Motion passed 4-0-0.

It was also discussed that there may need to be a budget amendment for the last quarter of this year and that Bridgette Candler is examining this and the Board will be informed at the November meeting if budget amendments for the remainder of 2025 are needed.

- B) Training:

Law Librarian Adams discussed an upcoming training by Seattle University School of Law on September 30th entitled, "Why Libraries Matter Now More Than Ever to Democracy: Legal Issues Affecting the Future of Public Knowledge." This training is provided by the Universities Technology, Innovation Law and Ethics Institute with a variety of experts from the legal field and law librarians. The Board was impressed by this free program and encouraged our Law Librarian to attend. We also discussed the Access to Justice Conference and this was a high cost conference and due to time constraints Law Librarian Adams was only able to attend virtually. The Board recommended that Law Librarian Adams postpone attendance until 2026 and focus on the free training provided by Seattle University School of Law.

- VI. Adjournment:** The meeting adjourned at approximately 9:20 with Jeri Chavez moving to adjourn. This was approved 4-0-0. The next regularly scheduled board meeting is scheduled for November 13, 2025 at 8:30 a.m..