

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, February 8, 2024 at 8:30 AM

The Skagit County Law Library Board of Trustees held a Meeting on Thursday, February 8, 2024. The meeting was available both in person at the Library and remotely via Zoom. Present at the library were Judge Elizabeth Neidzwski, Board of Trustees Chair Melissa Simonsen, Board member Jeri Chavez, Skagit County Commissioner Peter Browning, Law Librarian Cindy Adams and Superior Court Administrator Michelle Cook.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at 8:33 am. The Agenda was unanimously approved.
- II. **Minutes:**
Minutes Approved: The minutes from the December 14, 2023 board meeting were approved.
- III. **Update from Law Librarian:** We reviewed the Law Librarian's report dated February 8, 2024. Specific conversations included the following:
 - Outreach:
 - Concrete Clinic: Skagit Legal Aid identified a need for the standard family law packets that are available at the clerk's office. It was discussed that these are a compilation of the documents that are available online and suggested that we discuss the possibility of making these forms available at the clinics without additional fees. This will be explored before the next board meeting.
 - Law Day: Cindy will be present with the mobile law library and able to assist the volunteer attorneys with forms and research resources.
 - Communications: There was encouraging news that we could publicize our work via Facebook when the mobile law library travels to the clinics and other local libraries.
 - Library Administration: There was discussion of the three packages that are possible Westlaw subscriptions and we elected to maintain the current package and that in the two years we can focus on integrating our subscription into the subscription that covers the other areas of our justice system. Specifically, move under the global contract that covers the Court, Public Defender and Prosecutor.
 - ADA Work Tables: A wonderful add to the law library and again increasing the accessibility and inclusivity of the space.
- IV. **New Business:** Executive session was held to discuss confidential personnel matters.
- V. **Adjournment:** The meeting adjourned at approximately 9:20