

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, April 11, 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, Board member Andy Schuh, 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 8:32 am.

II. **Minutes:**

Minutes Approved: The minutes from the February 8, 2024 board meeting were approved. Motion by Jeri Chavez and seconded by Andy Schuh. Approved unanimously.

III. **Update from Law Librarian:** We reviewed the Law Librarian's report dated April 11, 2024. Specific conversations included the following:

- Outreach:
 - Concrete Clinic:
 - There was clear indication that it would be useful for the Law Librarian to also be a Family Law Facilitator. The Board expressed continued interest in the Law Librarian expanding their duties and abilities to serve the community.
 - The Board recognized that landlords are also in need of legal assistance and forms and that Skagit Legal Aid is unable to provide that assistance. The Board recommended that we see if there are legal providers who would be interested in assisting with this project pro bono using the forms we obtained from King County Law Library and revising them to include the Skagit County local court rules regarding landlord/tenant law.
 - Pro Se materials: Cindy has presented ideas of NOLO books and forms and Nutshells as resources that she would like to add to our collection. Some of these are available for free online through the partnerships with the King County Law Library and some would need to be purchased. She will create a list of proposed books to add to our collection.
 - Donations and Revenue: The Board discussed the advantages and disadvantages of creating a 501(c)(3) Friends of the Law Library non-profit vs. creating a donation form that includes a disclaimer that this may not be a tax-deductible donation. Given the likely low amount of financial donations and the high cost of maintaining a 501(c)(3) the Board's consensus was that it was a preferred plan to have individual donations that would be earmarked with a new GL code.
 - Workshops: The Board discussed the value of having workshops and clinics as are provided at a regular basis at the King County Law Library. We agreed that it

would be beneficial to have different workshops and we will continue to discuss what this will look like and what topics we would present.

IV. **New Business:**

- **Job Description:** The Board discussed creating an additional job position that would have a step up based on job qualifications and expectations, similar to the concept of “Public Defender I,” and “Public Defender II.” The Board reviewed a proposed Law Librarian II job description and the board supported the creation of a new job description and that if approved by human resources that our current law librarian would then meet these increased duties, expectations and qualifications to be reclassified from a Law Librarian I to a Law Librarian II. A specific addition to the Law Librarian II position would be the addition of the expectation that they act as family law facilitators. Jeri Chavez moved to approve the proposed Law Librarian II position with the addition that it includes facilitation certification. The motion was seconded by Judge Neidzwski. Approved unanimously.

V. **Executive Session:** There were no matters that went to executive session.

VI. **Adjournment:** The meeting adjourned at approximately 9:04.