

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES
Thursday, August 10, 2023, at 8:30 AM

The Skagit County Law Library Board of Trustees held a Special Meeting on Thursday, August 10, 2023. 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, Ex-Officio Member Commissioner Peter Browning, Judge Elizabeth Neidzwski, and the Law Librarian, Ms. Cindy Adams. Ex-Officio Member Ms. Michelle Cook was present via Zoom.

- I. **Call to Order:** A quorum being established, the Chair called the meeting to order at approximately 8:40 am. The Standing Agenda was acknowledged.

- II. **Approval of Minutes:** The Librarian's report of the proceedings of the Special Meeting of the Board on July 13, 2023 were reviewed and discussed. It was agreed that this report be used as a basis for minutes of the July meeting, after redacting salary and otherwise confidential information.

UPON MOTION, properly seconded and agreed upon unanimously by the Board: The adoption of the Minutes for July 13, 2023 be tabled until the next regular meeting of the Board on October 12, 2023.

- III. **Update from the Law Librarian:** A report of the Special Meeting of the Board was presented to the Board. It was determined that this report serve as the basis for Minutes of the previous July 13 meeting. (See Item II, supra.)

- IV. **Old Business:**

A. **Presentation of the 2024 Draft Budget for Finalization.** The Library's final revision to its draft budget for 2024, the "LL Base Budget," was presented by the Court Administrator who proposed a total Law Library expense budget of \$145,481.00 The LL Base Budget was modified by the Court Administrator, the Operations Manager of Juvenile Court, and the Law Librarian from the budget presented at the July 13th Meeting of the Board. Many of the additions and deletions to Law Library revenues and expenses discussed at that Meeting were incorporated into LL Base Budget, including the payroll increases due to the County's Compensation Study. In accordance with current County policy directives, each department was tasked to bring down any 2024 increased draw on the County's General Fund to 2023 levels. This requires the Law Library to cut a proposed 2024 expenses by \$13,550.

The Law Librarian and Court Administration presented the board with proposed changes in the Library's line-item budget in order to reach this goal. Two items of particular interest were (1) the elimination of the on-call part-time Librarian position; and (2) reduction in the Library's budget for books and other items for the Library's collection. The Law Librarian and Court Administrator expressed a strong belief that the proposed changes to these two items would prevent the Law Library from carrying out its essential function and be in direct conflict with the Law Library's mission and purpose.

RESOLVED: The proposed budget as submitted to the Board is approved for submission to the County Commissioners. The Court Administrator is directed to request no cuts be made to funding for on-call Library staffing and the Library Book Collection.

V. **New Business:**

- A. **Meeting Minutes.** The Law Librarian noted that it was difficult to participate fully at the Board meetings while also being responsible for taking minutes. She asked that her role in minute preparation be limited. The Board agreed to take this under consideration at the next meeting.
- B. **Meeting Space.** As Law Library traffic continues to increase the Board recognizes that it should consider moving the Board meetings from the Law Library conference room to the adjacent Jury Room. This will also be discussed at the next meeting.

VI. **Adjournment:** A motion to adjourn was made by Mr. Schuh, seconded by Judge Neidzwski. The motion passed unanimously. The meeting was adjourned at approximately 9:35 am.