

SKAGIT COUNTY LAW LIBRARY BOARD OF TRUSTEES

Thursday, December 14, 2023 at 8:30 AM

The Skagit County Law Library Board of Trustees held a Meeting on Thursday, December 14, 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, Board members Jeri Chavez, 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 8:35 am. The Agenda was unanimously approved.

II. **Minutes:**

Minutes Approved: The minutes from the October 12, 2023 board meeting were approved.

III. **Update from Law Librarian:** We reviewed the Law Librarian's report dated December 14, 2023. Specific conversations included the following:

- Library collection: We support the subcommittee appraising the current material and also creation of a wish list. We also discussed moving towards a more Pro Se model. This may include templates such as a "Contract Form" that can be provided. We also discussed that we can discuss with the Skagit County Bar if the cost of the Westlaw package could be paid from the Bar's budget annually.
- Library partnerships:
 - Discussion of inter-library loans.
 - Pro Se Clinic opportunities may be something to explore. We can look to King County as an example.
 - Discussion of how to create other revenue streams, such as through a non-profit arm.
- Services:
 - Local Court Rules: the bound copies have been made and seem to be a useful tool having already sold 4 copies. An obstacle identified is that we are limited to cash transactions. We will check with county auditor as to whether we can set up a card reader.
 - Notary Services: We had agreed that beginning in 2024 a notary service will be \$15, with exceptions for indigent patrons which means that they have an EBT card, are assigned a public defender or have an indigency fee waiver in their court file.
- Library administration:
 - We discussed the benefit that we can continue to have a part time librarian so that the Library can stay open when the mobile law library is on the move.

- A draft annual report was shared that had a substantial difference in its format from last years. There was a change from simple pages of facts to include photographs and meaningful graphs as well as quick snippets of some of our great accomplishments. This new format was well received by all.
- Local Court Rules: Whatcom County Local court rules can be difficult to find on line but there is an increase in patrons who have cases proceeding in that jurisdiction. This would be valuable to add to the law library collection.

IV. Old Business:

- The budget was approved and it is a budget that will support the needs of the law library.
- Furniture is on order utilizing the prior year's budget so that we can create a more user friendly space; specifically, a space where patrons can lay out all of their legal documents for organization.

V. New Business:

- Pay designations: A salary scale set a pay range for categories of employees that as a result had members of court staff, such as judicial assistants, 2 ranges higher than the law librarian. This decision was appealed and is under review. Discussion included the proposition that when we have good people working for the county, we need to keep them here.

VI. Adjournment: The meeting adjourned at approximately 9:35