

SNO-ISLE LIBRARIES

Board of Trustees

Monday, May 18, 2020, 5:00 p.m.

Zoom webinar link: <https://us02web.zoom.us/j/83435821405>

Dial in: +1 253 215 8782 or +1 669 900 6833

Webinar ID: 834 3582 1405

Meeting Agenda

1) Call to Order

2) *Approval of Agenda

3) *Consent Agenda Items

- a) Approval of April 27, 2020 regular meeting minutes;
- b) Approval of April 2020 Sno-Isle Payroll, Benefits, and Vouchers.

April 2020

Direct Deposits and Employee Deductions	\$2,315,719.91
Vendor Checks 69320 and 69399 through 69408, plus Electronic Fund Transfers	\$749,230.08
Total Payroll and Benefits	\$3,064,949.99
Accounts Payable Checks 69222 through 69408 less checks listed above, plus Electronic Transfers	\$1,303,678.02
Total Payroll, Benefits and Accounts Payable	\$4,368,628.01

4) Public Comment

5) Communications to the Board

6) Executive Director's Report

- a) Library updates
- b) Financial update – Gary Sitzman

7) Unfinished Business

- a) Bylaws review and adoption – President Munguia

8) New Business

- a) *Resolution 20-01

9) President, Trustee Committees, and Foundation Representative Reports (as needed)

- a) President's Report – President Munguia
 - i) Executive Director review process
 - ii) Trustee Handbook review in June
 - iii) Trustee appointment – 2021
 - iv) Board of Trustees retreat – follow-up discussion
- b) Foundation Board Representative – Trustee Olson

10) Announcements and Comments

11) Executive Session (as needed)

12) *Adjournment

***Denotes Board of Trustees action item.**

Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Executive Director

Lois Langer Thompson



SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes
Monday, April 27, 2020
Zoom virtual meeting

CALL TO ORDER

President Martin Munguia called the meeting to order at 5:01 p.m.

ROLL CALL

Members Present via Teleconference: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, and Rico Tessandore.

Staff Present: Lia Escudero Belcher, David Durante, Ken Harvey, Susan Hempstead, Alisha Hendren, Amy Kennedy, Rebecca Loney, Jack Schumacher, Gary Sitzman, and Nicole Wehl.

INTRODUCTION AND RECOGNITION OF GUESTS

There were no guests.

APPROVAL OF AGENDA

Trustee Anamosa moved the Sno-Isle Libraries approve the agenda as presented. Trustee Olson seconded the motion. The Board unanimously approved the motion.

CONSENT AGENDA ITEMS

Trustee Kostick moved to approve the Consent Agenda as amended.

- a) Approval of the February 24, 2020 regular meeting minutes as amended.
- b) Approval of February 2020 and March 2020 Sno-Isle Payroll, Benefits, and Vouchers.

February 2020

Direct Deposits and Employee Deductions	\$2,242, 853.94
Vendor Checks 68724, 68868, 68938 and 68975 through 68984, plus Electronic Fund Transfers	\$789,589.81
Total Payroll and Benefits	\$3,032,443.75
Accounts Payable Checks 68711 through 68984 less checks listed above, plus Electronic Transfers	\$1,519,118.06
Total Payroll, Benefits and Accounts Payable	\$4,551,561.81

March 2020

Direct Deposits and Employee Deductions	\$2,199,565.24
Vendor Checks 69001, 69075, and 69212 through 69221, plus Electronic Fund Transfers	\$885,082.51
Total Payroll and Benefits	\$3,084,647.75
Accounts Payable Checks 68985 through 69221 less checks listed above, plus Electronic Transfers	\$1,079,305.30
Total Payroll, Benefits and Accounts Payable	\$4,163,953.05

Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Executive Director

Lois Langer Thompson



PUBLIC COMMENT

There was no public comment.

COMMUNICATIONS TO THE BOARD

Executive Director Thompson noted a letter from Coupeville Library Manager Leslie Franzen thanking the Board for their leadership and support of staff during the COVID-19 pandemic.

EXECUTIVE DIRECTOR'S REPORT

Meetings with elected officials and stakeholders

Executive Director Thompson reported on the continuing updates Sno-Isle Libraries is providing local and state elected officials.

Community events and board meetings

Executive Director Thompson attended the following and online Board meetings:

- Leadership Snohomish County Board meetings.
- Snohomish County Economic Recovery Task Force.

Library updates and collaborations

Executive Director Thompson, along with Trustees Anamosa, Kostick, and Ryan, attended the 2020 Public Library Association Conference in Nashville, TN

HR updates

Executive Director Thompson reported on recent policy work in response to the COVID-19 pandemic.

Other updates

Executive Director Thompson provided the following COVID-19 response work currently underway:

Executive Director Thompson's attendance and participation on the following calls and online meetings:

- The Urban Libraries Council (ULC) Directors.
- The ULC Independent District Director.
- Puget Sound Library Directors.
- Library staff meetings: 25 staff meetings during April 7-20, 2020.

Executive Director Thompson reported on the following COVID-19 related work underway by library staff:

- The creation of a COVID-19 timeline. Ongoing updates are included as the situation develops.
- The creation of the *Operations Management Team*. The team meets daily to plan and respond to the pandemic.
- Staff email updates: 32 updates have been sent to staff since February 28, 2020.
- Two all staff meetings as well as less formal and smaller staff meetings to allow for questions.
- Staff participation in three *Puget Sound Libraries* groups to coordinate service and advocacy work across our region.
- Loaned laptops from library for City of Sultan staff to be able to work at home.
- The development of guidelines based on Family First Coronavirus Response Act (FFCRA) requirements.

Meeting Minutes
April 27, 2020

Library card registrations

- Streamlined online registration to allow for immediate use of card.

Physical items

- 375,000 are currently checked out.

Holds placed

- Currently there are approximately 75,000 holds for physical materials.

EBook and digital audiobook checkouts

- Since library building closures on March 14, Sno-Isle Libraries has seen a 38% increase in eBook and digital audiobook checkouts over the same period one year ago.

Phone calls and voice mails from customers

- Average of 179 calls per day.
- Average of 21 voice mails per day.

Socialization calls to customers

- 6,704 calls where staff reached a customer or left a voice mail. A focus has been placed on active customers over age 60.

All changes due to the virus are being documented.

Financial Update

Administrative Services Director Gary Sitzman provided information on the current and projected impacts to Sno-Isle Libraries funding as a result of COVID-19.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Approval of purchase order EN-16388

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve Purchase Order EN-16388 for the installation and 1-year subscription to BiblioWeb with an expectation that annual subscription renewals will likely occur for an indefinite period of time and the total projected cost will be in excess of \$300,000 within a three year timeframe.

Trustee Olson seconded the motion. The Board unanimously approved the motion.

Board of Trustees policies

Chair Kostick introduced the proposed policies as reviewed by the System Services Committee.

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the following policies as presented:

- Customer use of libraries policy
- Friends of the Library policy
- Meeting room policy

Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Bylaws review

President Munguia presented preliminary updates to the Sno-Isle Libraries Board of Trustees Bylaws. President Munguia requested the Board send any additional update recommendations to the Executive Director Thompson prior to the May 18 board meeting.

Executive Director Thompson thanked Trustee Anamosa for her work on the proposed updates.

PRESIDENT, TRUSTEE COMMITTEES, AND FOUNDATION REPRESENTATIVE REPORTS

President's report

i) Updates

President Munguia thanked the meeting participants and attendees.

ii) Board PLA reports

Trustee Anamosa, Trustee Kostick, Trustee Ryan, and Executive Director Thompson reported on their attendance at the 2020 Public Library Association Conference.

Foundation Board Representative

Trustee Olson reported on the Foundation Board's work with Altruist Partners regarding strategic framework development.

Trustee Kostick thanked the Foundation Board for their continued communications and status updates during the COVID-19 pandemic.

ANNOUNCEMENTS AND COMMENTS

Trustee Anamosa expressed her admiration for staff's response to the COVID-19 pandemic and in ensuring that vital library services remain available to the community.

Trustee Kostick noted an increased awareness of the extensive library services available online, and noted the importance of continued public access to online services during the COVID-19 pandemic.

Trustee Ryan commended Monroe Library Manager Phil Spirito's work with local organizations regarding the COVID-19 pandemic.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting adjourned at 6:43 p.m.

NEXT MEETING

The next regular Board meeting will be held on Monday, May 2020 at 5:00 p.m. The scheduled location is the Marysville Library, 6120 Grove St, Marysville, WA 98270. However, due to COVID-19, an update to the meeting location may occur. Notice of any changes will be provided.

President

Secretary

Sno-Isle Libraries
April 2020 Payroll and April 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,315,719.91
Vendor Checks 69320 and 69399 through 69408 , Plus Electronic Fund Transfers	<u>\$ 749,230.08</u>
Total Payroll and Benefits	\$ 3,064,949.99
 Accounts Payable Checks 69222 through 69408 less checks listed above, plus Electronic Transfers	 <u>\$ 1,303,678.02</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,368,628.01</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees, May 18, 2020.



5/11/2020

Administrative Services Director

Date

* Actual checks written do not reflect adjustments.
See page two for adjustments.

Sno-Isle Libraries
April 2020 Payroll and April 2020 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

April 2020 Payroll

Employee Pay - Direct Deposit	\$	1,647,561.68	
Plus: Employee Deductions	\$	668,158.23	
Sub-Total Gross Payroll			\$ 2,315,719.91

Vendor Checks 69320 and 69399 through 69408	\$	177,446.75	*	
Electronic Funds Transfer- Employer Federal Taxes	\$	194,656.91		
Electronic Funds Transfer - Empower - 457 Plan	\$	20,731.22		
Electronic Funds Transfer - ICMA - 457 Plan	\$	49,179.45		
Electronic Funds Transfer - PERS - Retirement Plan	\$	411,924.99		
Electronic Funds Transfer - Navia - FSA	\$	10,921.20		
Electronic Funds Transfer - Navia - HRA/MRA	\$	9,153.69		
Electronic Funds Transfer - Premera - Medical	\$	154,453.69		
Electronic Funds Transfer - Washington State Support Registry	\$	456.84		
Less: Employee Benefit Deductions	\$	(279,694.66)		
Sub-Total Benefits - Employer Expense				\$ 749,230.08
Total Payroll and Benefits				\$ 3,064,949.99

April 2020 Accounts Payable

Checks 69222 through 69408 less checks listed above	\$	1,303,130.27	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	547.75		
Sub-Total Accounts Payable				\$ 1,303,678.02
Total Payroll, Benefits and Accounts Payable				\$ 4,368,628.01

Adjustments

Paycom Direct Service Fee	\$	17,229.11		
Refund Interest	\$	1.28		
Bank Service Charge	\$	166.43		
Travel & Business Expense Reimbursement paid in Payroll	\$	3,759.72		
Total Adjustments				\$ 21,156.54
April 2020 Total Expenditures				\$ 4,389,784.55 ***

* Benefit invoices paid through Accounts Payable Checks

\$ 177,446.75

** Regular invoices paid through Accounts Payable Checks

\$ 1,303,130.27

Total Accounts Payable Check Payments

\$ 1,480,577.02

*** Equals Expenditure Summary Total

Vouchers April 2020

Date	Check	Payee	Check Amount
4/16/2020	68896	PageFreezer Software, Inc. VOID Reissue on check 69298	(11,352.00)
4/9/2020	69222	Void	0.00
4/9/2020	69223	Allied Universal	15,281.26
4/9/2020	69224	Amazon (530958)	1,556.60
4/9/2020	69225	Baker & Taylor Books (277930)	1,161.67
4/9/2020	69226	Baus Systems LLC	767.36
4/9/2020	69227	Bud Barton's Glass Co	20,000.00
4/9/2020	69228	City of Granite Falls	118.13
4/9/2020	69229	City of Snohomish	3,252.54
4/9/2020	69230	CNA Surety	326.03
4/9/2020	69231	Kanopy, Inc.	4,698.00
4/9/2020	69232	Lan H Nguyen	40.00
4/9/2020	69233	Leadership Snohomish County	3,000.00
4/9/2020	69234	Midwest Tape	13,646.73
4/9/2020	69235	OrangeBoy Inc	3,660.33
4/9/2020	69236	Remit Overrun	0.00
4/9/2020	69237	Remit Overrun	0.00
4/9/2020	69238	Remit Overrun	0.00
4/9/2020	69239	Remit Overrun	0.00
4/9/2020	69240	Remit Overrun	0.00
4/9/2020	69241	Remit Overrun	0.00
4/9/2020	69242	Remit Overrun	0.00
4/9/2020	69243	Remit Overrun	0.00
4/9/2020	69244	Remit Overrun	0.00
4/9/2020	69245	Remit Overrun	0.00
4/9/2020	69246	Overdrive Inc	150,197.61
4/9/2020	69247	PUD No 1 of Snohomish County	1,343.41
4/9/2020	69248	Puget Sound Energy	1,430.50
4/9/2020	69249	Ricoh USA Inc - 31001	363.97
4/9/2020	69250	Ricoh USA Inc - 650073	1,213.72
4/9/2020	69251	Roy Robinson	428.71
4/9/2020	69252	Salish Networks	1,210.90
4/9/2020	69253	Shred-it	80.91
4/9/2020	69254	Snohomish Co Treasurer	208.06
4/9/2020	69255	Sterling Volunteers	119.00
4/9/2020	69256	Terminix	130.08
4/9/2020	69257	Timeless Design	1,851.46
4/9/2020	69258	Washington State Ferries	178.80
4/9/2020	69259	Waste Management	2,172.67
4/9/2020	69260	Watson Label Products	9,569.56
4/9/2020	69261	Joy Feldman	84.10
4/9/2020	69262	Void	0.00

**Vouchers
April 2020**

Date	Check	Payee	Check Amount
4/9/2020	69263	Void	0.00
4/16/2020	69264	Ace Equipment Rentals	354.35
4/16/2020	69265	Allied Universal	14,884.96
4/16/2020	69266	Cedar Grove Organics Recycling LLC	729.61
4/16/2020	69267	Champion Electric	804.13
4/16/2020	69268	City of Brier	138.78
4/16/2020	69269	City of Monroe	774.98
4/16/2020	69270	City of Sultan	147.23
4/16/2020	69271	Crystal Mt. Pure Drinking Water	18.53
4/16/2020	69272	E - Rate Expertise Inc	3,150.00
4/16/2020	69273	EBSCO	1,382.76
4/16/2020	69274	Ednetics, Inc.	71,032.35
4/16/2020	69275	Flashpoint Cinema LLC	300.00
4/16/2020	69276	Frontier (20550)	9,474.06
4/16/2020	69277	Gartner, Inc	42,843.00
4/16/2020	69278	Hillis Clark Martin & Peterson	56.00
4/16/2020	69279	Ingram Library Services	35.00
4/16/2020	69280	Innovative Interfaces, Inc	2,702.17
4/16/2020	69281	Iron Mountain	414.42
4/16/2020	69282	Island Disposal Inc	161.10
4/16/2020	69283	Janelle Tarasewicz	375.00
4/16/2020	69284	Leadership Snohomish County	3,000.00
4/16/2020	69285	Les Schwab - Marysville	664.28
4/16/2020	69286	Magna5 LLC	149.93
4/16/2020	69287	Mukilteo Water & Waste District	2,535.65
4/16/2020	69288	Remit Overrun	0.00
4/16/2020	69289	Remit Overrun	0.00
4/16/2020	69290	Remit Overrun	0.00
4/16/2020	69291	Remit Overrun	0.00
4/16/2020	69292	Remit Overrun	0.00
4/16/2020	69293	Remit Overrun	0.00
4/16/2020	69294	Remit Overrun	0.00
4/16/2020	69295	Remit Overrun	0.00
4/16/2020	69296	Remit Overrun	0.00
4/16/2020	69297	Overdrive Inc	67,452.10
4/16/2020	69298	PageFreezer Software, Inc.	11,352.00
4/16/2020	69299	PetroCard Systems Inc	27.69
4/16/2020	69300	PUD No 1 of Snohomish County	855.92
4/16/2020	69301	Puget Sound Energy	175.42
4/16/2020	69302	Purple Communications, Inc	360.03
4/16/2020	69303	Ricoh USA Inc - 31001	9,089.69
4/16/2020	69304	Ricoh USA Inc - 650073	21,612.28

**Vouchers
April 2020**

Date	Check	Payee	Check Amount
4/16/2020	69305	Roy Robinson	507.74
4/16/2020	69306	Seahurst Electric	37,305.52
4/16/2020	69307	Silver Lake Water & Sewer	115.85
4/16/2020	69308	Smokey Point NW LLC	7,448.98
4/16/2020	69309	Stanwood/Camano News	273.65
4/16/2020	69310	Terminix	140.87
4/16/2020	69311	Timeless Design	348.80
4/16/2020	69312	Town of Coupeville	231.51
4/16/2020	69313	University Mechanical Contractors Inc	2,054.05
4/16/2020	69314	Verizon Wireless (660108)	1,393.94
4/16/2020	69315	Wave Business	15,001.48
4/16/2020	69316	Whidbey Telecom	587.99
4/16/2020	69317	WLA	135.00
4/16/2020	69318	Void	0.00
4/16/2020	69319	Void	0.00
4/23/2020	69320	AIA Corp	450.95
4/23/2020	69321	Allied Universal	4,328.39
4/23/2020	69322	Bank of America (2143)	2,554.61
4/23/2020	69323	Bank of America (2175)	1,248.24
4/23/2020	69324	Bank of America (9830)	1,956.77
4/23/2020	69325	Comcast	2,674.49
4/23/2020	69326	Connection Works, LLC	8,251.18
4/23/2020	69327	DEX MEDIA	115.13
4/23/2020	69328	Freeland Water Dist	132.12
4/23/2020	69329	Gale/Cengage Learning	3,474.90
4/23/2020	69330	Glassdoor, Inc.	1,375.00
4/23/2020	69331	HP Inc	4,889.94
4/23/2020	69332	Innovative Interfaces, Inc	213,725.25
4/23/2020	69333	Void	0.00
4/23/2020	69334	Lemay Mobile Shredding	65.12
4/23/2020	69335	Remit Overrun	0.00
4/23/2020	69336	Remit Overrun	0.00
4/23/2020	69337	Remit Overrun	0.00
4/23/2020	69338	Remit Overrun	0.00
4/23/2020	69339	Remit Overrun	0.00
4/23/2020	69340	Remit Overrun	0.00
4/23/2020	69341	Remit Overrun	0.00
4/23/2020	69342	Remit Overrun	0.00
4/23/2020	69343	Remit Overrun	0.00
4/23/2020	69344	Remit Overrun	0.00
4/23/2020	69345	Overdrive Inc	67,777.81
4/23/2020	69346	Pacific Copy & Printing	663.52

**Vouchers
April 2020**

Date	Check	Payee	Check Amount
4/23/2020	69347	Philip Klein	4,000.00
4/23/2020	69348	Pluralsight, LLC	9,126.00
4/23/2020	69349	PUD No 1 of Snohomish County	1,014.72
4/23/2020	69350	Puget Sound Energy	2,517.53
4/23/2020	69351	Recorded Books Inc	50,537.05
4/23/2020	69352	Republic Services 197	729.83
4/23/2020	69353	Salas O'Brien	25,997.00
4/23/2020	69354	Seattle Times	4,000.00
4/23/2020	69355	Summit Law Group, PLLC	484.50
4/23/2020	69356	Terminix	196.26
4/23/2020	69357	Walter E Nelson Co of Western WA	214.18
4/30/2020	69358	Air Care System	8,472.39
4/30/2020	69359	Bank of America (3108)	434.95
4/30/2020	69360	Bank of America (4867)	17,600.32
4/30/2020	69361	Beacon Publishing Inc	637.50
4/30/2020	69362	Bibliocommons Inc.	167,107.26
4/30/2020	69363	Camano Commons	1,000.00
4/30/2020	69364	City of Marysville	1,485.76
4/30/2020	69365	CNA Surety	326.03
4/30/2020	69366	Crystal Springs	101.60
4/30/2020	69367	Dae Won LLC	7,564.71
4/30/2020	69368	Demco Inc (8048)	5,148.27
4/30/2020	69369	Ednetics, Inc.	9,512.44
4/30/2020	69370	Frontier (20550)	390.00
4/30/2020	69371	Hillis Clark Martin & Peterson	28.00
4/30/2020	69372	HP Inc	9,963.69
4/30/2020	69373	ITC Systems	4,696.57
4/30/2020	69374	KeyBank National Association	742.33
4/30/2020	69375	Morningstar	9,708.00
4/30/2020	69376	OCLC Inc (34299)	5,144.28
4/30/2020	69377	Open Plan, LLC	7,159.84
4/30/2020	69378	OrangeBoy Inc	3,660.33
4/30/2020	69379	Remit Overrun	0.00
4/30/2020	69380	Remit Overrun	0.00
4/30/2020	69381	Remit Overrun	0.00
4/30/2020	69382	Remit Overrun	0.00
4/30/2020	69383	Remit Overrun	0.00
4/30/2020	69384	Remit Overrun	0.00
4/30/2020	69385	Remit Overrun	0.00
4/30/2020	69386	Remit Overrun	0.00
4/30/2020	69387	Remit Overrun	0.00
4/30/2020	69388	Remit Overrun	0.00

**Vouchers
April 2020**

Date	Check	Payee	Check Amount
4/30/2020	69389	Overdrive Inc	45,952.63
4/30/2020	69390	PetroCard Systems Inc	100.76
4/30/2020	69391	Pitney Bowes Global Financial Services LLC	914.85
4/30/2020	69392	PUD No 1 of Snohomish County	603.16
4/30/2020	69393	Recorded Books Inc	7,400.00
4/30/2020	69394	Seahurst Electric	3,768.24
4/30/2020	69395	Sound Publishing	581.40
4/30/2020	69396	Terminix	393.42
4/30/2020	69397	Timeless Design	11,026.72
4/30/2020	69398	Washington Alarm	116.37
4/30/2020	69399	Cascade Centers	470.00
4/30/2020	69400	Delta Dental of Washington	24,409.02
4/30/2020	69401	Employment Security Dept (UI)	6,343.44
4/30/2020	69402	Kaiser Permanente	92,163.30
4/30/2020	69403	Lifewise Assurance Company	25,177.10
4/30/2020	69404	Lincoln National Life Ins Company	7,965.58
4/30/2020	69405	MCM	9,214.14
4/30/2020	69406	Navia Benefit Solutions Client Pay	1,804.60
4/30/2020	69407	Premera Blue Cross	8,737.62
4/30/2020	69408	Sno-Isle Library Foundation	711.00
			<hr/>
			1,480,577.02
			<hr/>

EXECUTIVE DIRECTOR

BOARD REPORT

May 2020

Lois Langer Thompson
Executive Director

MEETINGS WITH ELECTED OFFICIALS AND STAKEHOLDERS

- Updates provided to local and state elected officials - ongoing.

COMMUNITY EVENTS AND BOARD MEETINGS

- Leadership Snohomish County Board meetings – May.
- Snohomish County Economic Recovery Task Force.
- Snohomish County Reopening and Expanding Access to Government Facilities: Operational Practices.

LIBRARY UPDATES AND COLLABORATIONS

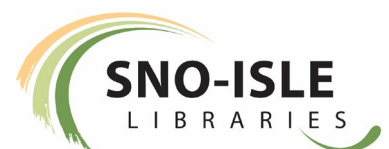
- Expansion of online services and programs – update from David Durante.

HR UPDATES

- FFCRA Temporary Policy: Emergency Family and Medical Leave Expansion Act (EFMLEA).
- FFCRA Temporary Policy: Emergency Paid Sick Leave Act (EPSLA).

OTHER UPDATES

- COVID-19 – additional information
 - Participated in *Urban Libraries Council Directors* (all) and *Independent District Director* weekly phone calls.
 - Participated in regular online meetings with: *Puget Sound Library Directors*, *OCLC Directors Work Group*, and *West Coast Directors*.
 - Staff are participating in three *Puget Sound Library* groups to coordinate service and advocacy work across our region.
 - Staff email updates: 43 updates have been sent to staff since February 28, 2020.
 - Attended 35 online staff meetings in April and May.
 - Held three supervisors, three all staff meetings and seven drop-in meetings online.



COVID-19 Timeline

JAN.
21

1st case of coronavirus reported in Snohomish County; Snohomish Health District activates its District Operations Center

JAN.
31

U.S. Department of Health and Human Services declares a public health emergency

FEB.
27

Sno-Isle Libraries has first meeting for organizational planning for coronavirus

Centers for Disease Control and Prevention (CDC) issues preliminary community mitigation measures

FEB.
29

Governor Inslee proclaims a state of emergency

MAR.
1

Sno-Isle Libraries David Durante, Director of Public Services, sends first all staff update

MAR.
2

Sno-Isle Libraries forms Public Health Group with daily meetings

Island County Commissioners declare a state of emergency for all of Island County

MAR.
3

CDC issues interim guidance on large community events and gatherings

MAR.
4

Snohomish County Executive Dave Somers proclaims a state of emergency within Snohomish County; Snohomish Health Officer declares a public health emergency

MAR.
5

Sno-Isle Libraries customer email from Lois Langer Thompson, Executive Director

Edmonds Mayor issues emergency declaration

MAR.
8

Sno-Isle Libraries suspends accepting donated materials at libraries until further notice

MAR.
9

Sno-Isle Libraries Executive Director calls Snohomish County Executive and all 3 Island County Commissioners

MAR.
10

Sno-Isle Libraries cancels programs with attendance over 50 or those likely to draw a crowd; Use of early learning toys suspended; library deep cleaning; SHD posters up at libraries; coronavirus web page updated

MAR.
11

Sno-Isle Libraries cancels all events at libraries and in meeting rooms, halting Library on Wheels service through March 31; Customer email sent

MAR.
12

Sno-Isle Libraries buildings will close to the public March 13 at 6 p.m.; Customer email sent; Sno-Isle Libraries Board approval of policy update of definition and practices for remote work; Update emails sent to public officials, community leaders, volunteers, friends and customers

MAR.
13

Sno-Isle Libraries issues declaration of emergency; Sno-Isle Libraries closes all libraries to customers at 6 p.m. until further notice; Sno-Isle Libraries increased OverDrive checkouts from 20 to 30 items; Sno-Isle Libraries last day ordering physical materials

Governor Inslee's emergency proclamation that limits large gatherings and events. Snohomish County Health Officer's declares follow up order for this public health emergency

CDC issues updated mitigation strategies for communities with local COVID-19 transmission; Community Foundation of Snohomish County launches Coronavirus Response Fund

Governor Inslee's announcement limiting public gatherings and school closures; Community Transit halts DART service to public libraries

continued on next page

Updated 05.07.2020

Sno-Isle Libraries closes all libraries to staff until March 28;
All hours would be classified as Paid Administrative Leave
(PNW) Sno-Isle Libraries suspended shipping any
physical materials; Sno-Isle Libraries closes all bookdrops

MAR.
14

MAR.
15

CDC issues interim guidance recommending the cancellation
or postponement of in-person events

MAR.
16

Sno-Isle Libraries initiates hiring freeze;
Sno-Isle Libraries begins exterior library building checks;
Sno-Isle Libraries stops all incoming USPS, UPS, FedEx and
Amazon receiving of material

Governor Inslee issues proclamations prohibiting any number
of people from gathering in any public venue for purposes of
public entertainment

MAR.
17

Snohomish Health Officer prohibits the operation of public
venues in which people congregate for entertainment;
National Institutes of Public Health issues report that
coronavirus is stable for days on surfaces; Governor Inslee
signs legislation for 5 COVID-19 economic support and policy
bills; American Library Association (ALA) Executive Board
recommends closing libraries to public; Washington State
Dept. of Commerce opens Library Capital Improvement Grant
applications and extends the deadline to June 15

MAR.
18

Sno-Isle Libraries Executive Director submits quote for
Cong. Jayapal's press release on Macmillan's decision to
suspend library embargo requirement

MAR.
20

Sno-Isle Libraries Executive Director has conference call
with Congressman Rick Larsen

MAR.
23

Sno-Isle Libraries promotes local blood drives
with Congressman Larsen; Sno-Isle Libraries Executive Director
has conference call with County Treasurer Brian Sullivan;
Sno-Isle Libraries cancels all in-person library events
through May 11

Governor Inslee signs his "Stay Home, Stay Healthy" Order
issued through April 6

MAR.
24

Sno-Isle Libraries libraries extends closure of buildings to all
staff until further notice

Both the Stanwood-Camano Area Foundation (SCAF) and
Whidbey Community Foundation (WCF) launch community
investment funds in response to COVID-19

MAR.
25

Sno-Isle Libraries initiates weekly mail pickup; Sno-Isle Libraries
extends PNW to April 11; Sno-Isle Libraries Foundation sends
email communication

MAR.
26

Sno-Isle Libraries sends required training to all employees;
Sno-Isle Libraries launches *At Home Version of the Third-Grade
Reading Challenge*; Online Public Services Team launched to
re-engineer library services online

MAR.
27

The President signs the \$2 trillion economic stimulus package
into law

MAR.
29

The President extends social distancing guidelines through
April 30

MAR.
30

Sno-Isle Libraries IT equipment upgrades March 30 - April 9

MAR.
31

Health Officer for the Snohomish Health District extends social
distancing requirements indefinitely

APR.
1

Sno-Isle Libraries begins interior building checks and
preventative and regular maintenance by Facilities Team;
Sno-Isle Libraries Human Resources sends out update
regarding Federal Benefits changes

APR.
2

Governor Inslee extends "Stay Home, Stay Healthy" through
May 4

Updated 05.07.2020

continued on next page

Sno-Isle Libraries Board of Trustees President Martin Munguia sends email to all staff; Library staff begins *Socialization Phone Calls* to homebound customers

APR.
9

Sno-Isle Libraries Executive Director appointed by the Snohomish County Executive to the Economic and Workforce Recovery Task Force; Sno-Isle Libraries all staff update from Executive Director; *Online Trivia* goes live (all ages)

APR.
10

Sno-Isle Libraries launches team for reintroduction to buildings

APR.
13

Sno-Isle Libraries all staff update from Executive Director; *Stay-at-Home Storytimes* begin (preschoolers and families); Library Book Groups begin to meet online

APR.
14

The Daily Herald publishes editorial about public library digital services

Sno-Isle Libraries hosts all staff online meeting via Zoom attended by 460 employees; Director of Public Services hosts first drop-in session

APR.
15

Sno-Isle Libraries extends the use of PNW through May 4

APR.
16

APR.
20

The Snohomish County Executive hosts the first Economic and Workforce Recovery Task Force meeting

Sno-Isle Libraries *Online Toddler Storytimes* go live

APR.
22

Puget Sound Regional Libraries Planning Group holds first meeting

APR.
23

Library Giving Day

Sno-Isle Libraries Board approval of policy update of Employment Practices 1-7: Layoff, Recall, and Standby (update of definition and practices).

APR.
24

Sno-Isle Libraries holds first-ever online Board of Trustees meeting

APR.
27

Island County forms the Island County Strong community work group – Executive Director is invited to participate

Sno-Isle Libraries holds second all staff online meeting via Zoom

APR.
28

Sno-Isle Libraries Executive Director sends public officials, community leaders, and school superintendents an email update

APR.
29

Governor Inslee extends the “Stay Home, Stay Health” order through May 31; Governor Inslee announces his “Safe Start WA Plan” – Libraries are in Phase 3

MAY
1

Sno-Isle Libraries beginning of building site visits for reintroduction

MAY
4

My Edmonds News publishes letter to the editor by Sno-Isle Libraries Board of Trustee Susan Kostick

Sno-Isle Libraries extends PNW through May 31; Sno-Isle Libraries launches revised Coronavirus Staff Information intranet page

MAY
5

Snohomish County Executive, Snohomish Health Officer, and Sno-Isle Libraries Executive Director hold Zoom media event; My Edmonds News publishes article on Sno-Isle Libraries plan for re-opening

Sno-Isle Libraries suspends in-library book sales until further notice

MAY
6

Snohomish Health District hosts drive-through testing by appointment in the Granite Falls and Monroe library parking lots

Sno-Isle Libraries convenes first EDI Allies and Advocates Group

MAY
12

Updated 05.07.2020

continued on next page

Sno-Isle Libraries convenes first Staff of Color Affinity Group

MAY
14

Sno-Isle Libraries launches Summer Reading 2020 –
the theme is “Dig Deeper”

JUNE
15

DRAFT

Memo

Date: May 12, 2020
To: Sno-Isle Board of Trustees
From: Lois Langer Thompson, Executive Director
Subject: Sno-Isle Libraries' COVID-19 response and plan for next phases

RESPONSE

Library closure

As Executive Director, in consultation with the Sno-Isle Library leadership, I closed all Sno-Isle Libraries to the public effective on March 13, 2020 at 6pm. On Saturday, March 14, 2020, I made the decision to close all libraries to staff.

Emergency declaration

A state of emergency, starting March 13, 2020 was declared and shared with the Board of Trustees on DATE. The declaration will remain in effect until further notice.

Staffing

Using the Library's Administrative Policy – *Employment Practices 1-5: Emergency Closures*, staff who were not able to work remotely were approved to use Paid Administrative Leave (PNW). Based on the Governor's *Stay Home, Stay Healthy* guidelines, use of PNW has been extended through May 31, 2020.

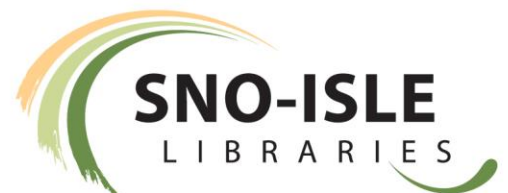
Online customer services

Immediately following the closure of library buildings, staff began planning and implementing a robust portfolio of online service. Staff also completed over 6,000 calls to customers. Customer response has been very positive.

A key component of access to online services is an accessible website. Since March 13, the Web Services team has made modifications to the Library's website to improve and streamline access. Because a significant portion of the website was developed in Cold Fusion, the Board approved the purchase of BiblioWeb to facilitate an expedited and seamless transition to a new web platform.

PLANS FOR STATE PHASES 2-3 AND LIBRARY STAGES 4-3

All plans are tentative and subject to change based on new and updated information.



Memo

Timing

We are monitoring the *Washington Phased Plan for Reopening Business and Modifying Social Distancing Measures* to develop our timeline and requirements. The plan is included in the Board packet.

Sno-Isle Service Stages

- Stage 5: Closed to public, no staff working on-site (CURRENT STATUS)
- Stage 4: Closed to the public, staff can work in buildings
- Stage 3: Limited physical service, public library space closed, “take out” service
- Stage 2: Open to public with social distancing
- Stage 1: Open without imposed limitations

Customer service objectives for State Phases 2-3 and Library Stages 4-3

Our objectives for customer service moving into the future are to:

- Offer services that serve the broadest number of customers while applying the State and Health District guidelines.
- Provide services that do not require in-person face to face service.
- Monitor, adapt, and add services when possible.
- Serve our customers and communities as equitably as possible.
- Engage employees in work that supports customer needs for library service.

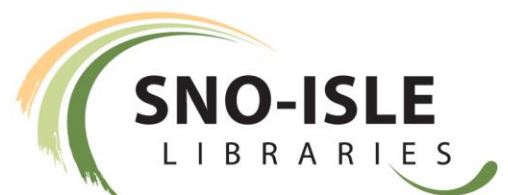
Customer service plan for State Phases 2-3 and Library Stages 4-3

Our online portfolio of services will continue to be fully supported. At this time we do not expect to expand services beyond the current portfolio.

We are planning contactless customer service to start as soon as possible within the state’s plan. Curbside pick-up of materials is an example of contactless service. Other ways to provide library service beyond our online offerings are in the final planning stages.

Staffing guiding principles for State Phases 2-3 and Library Stages 4-3

As we prepare to expand customer service, we will be guided by the following principles:



Memo

- Endeavor to find work for all employees including remote, onsite, alternative locations, or a combination thereof.
- Use the Governor's proclamation for at-risk employees.
- Consider the use of varied hours and shifts to allow the most staff the ability to work.
- Consider having staff work at other locations.
- Acknowledge that each staff member is in a unique situation and exemptions will be considered on a case by case basis.

Staffing plan for State Phases 2-3 and Library Stages 4-3





As soon as we have the appropriate safety protocols, including social distancing, in place, we will begin to have staff return to work in library buildings. This process, timing, number of staff, and work to be completed is under development.

Customer service and staffing plan for State Phase 4 and Library Stages 2-1

Initial planning is underway, but until we have a better understanding of the long-term impact of the pandemic and the success and challenges of the next phases, it is not possible to definitively plan.

WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

	 Phase 1	 Phase 2	 Phase 3	 Phase 4
High-Risk Populations*	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> - Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.) 	Resume all recreational activity
Gatherings (social, spiritual)	<ul style="list-style-type: none"> - None - Drive in spiritual service with one household per vehicle 	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
Business/ Employers	<ul style="list-style-type: none"> - Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers 	<ul style="list-style-type: none"> - Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Hair and nail salons/Barbers - Housecleaning - Restaurants <50% capacity table size no larger than 5 	<ul style="list-style-type: none"> - Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people 	<ul style="list-style-type: none"> - Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

Emergency Closures

Sno-Isle Libraries Administrative Policy

Purpose

This policy allows the Executive Director or designee to modify library services or close facilities in those situations where continuing full service constitutes a significant risk to the health and safety of employees and/or customers.

Scope

Emergency conditions that are beyond the control of the Library such as natural disasters, pandemics, power outages, extreme weather conditions or similar level of problem.

Implementation

Procedure

- The Executive Director or designee will declare an emergency situation based on all available information at the time of the event. Such declarations will be made on a building-by-building basis or on a district-wide basis, based on the best judgment of the responsible individual.
- The decision to close or modify services of a community Library, Library on Wheels, or the Service Center will be made by the Executive Director in consultation with the Public Services Director and appropriate District Managers. If the Executive Director is not available to make a decision, another member of the Library Leadership Team may act in the Executive Director's stead.
- The Executive Director shall provide timely notice to the Board of Trustees that an emergency situation has occurred. A record of the emergency actions taken shall be made at the next subsequent Board of Trustees meeting.
- If possible, an estimate of the length of time the buildings will be closed will be provide to employees with as much information as possible for planning purposes.
- Employees may be required to report to work even though a community library or the Service Center is closed in order to deal with essential work or critical situations, prepare the building for re-opening, or deal with other special needs. In the event of an emergency closure, staff may be reassigned to a nearby building to complete their shift. Payment for such persons will be subject to the same provisions for overtime/compensatory time as outlined in [Policy 1-4 \(Hours of Work and Overtime/Compensatory Time\)](#). Eligible staff may also be approved to work remotely under Policy 1-11: Remote Work.

Employee Responsibilities

Sno-Isle Libraries acknowledges that while conditions at an employee's work location may allow opening the building, commuting conditions may be less favorable. Employees reporting to work in adverse travel conditions should exercise good judgment and take precautions to keep themselves safe. Employees who cannot safely get to work should notify the appropriate supervisor and arrange to utilize leave as prescribed under *Effect on Pay*.

Effect on Pay

- **Sick calls and pre-scheduled vacation.** An employee who calls in sick or schedules vacation in advance for days when the libraries and/or Service Center have a partial or complete emergency closure will be expected to take the scheduled [sick leave](#) or [vacation time](#) for the entire shift. Leave time should be indicated on the timesheet as usual. Employees who do not accrue leave will not be paid for this time.
- **Full-day closures.** The intent is that employees will not lose pay as a result of their inability to complete their shift due to the Library's decision to close. An employee who is excused from reporting to work due to an emergency building closure will be paid for the time previously scheduled to work. An employee should enter on the timesheet those hours scheduled to work as if they were actually worked using the "Paid Not Worked" pay code.
- **Reduced operating hours.** An employee who reports to work, but who is required to leave before the end of a shift due to emergency closure, will be paid for the entire shift. The employee should enter on the timesheet those hours actually worked as "Regular" hours and those hours scheduled but not worked as "Paid Not Worked". The same would apply if a shift was shortened due to a late opening caused by an emergency situation.
- **Inability to report to work.** An employee who is scheduled to work on a day when the Library has declared an emergency situation due to inclement weather, but who notifies an appropriate supervisor of an inability to work that day, or of a need to arrive late or leave early during the hours the libraries or Service Center are open may choose to use either paid or unpaid leave. If paid, the employee may use vacation, floating holiday, or compensatory time or, if all vacation, floating holiday, and compensatory time hours have been exhausted, the employee may use up to three days of sick leave, prorated for part-time employees, per calendar year.
 - For emergency situations not due to inclement weather, employees must use vacation, floating holiday, or compensatory time (or sick leave, if appropriate) for the full shift.
 - Leave time should be noted on the time sheet as usual. Employees who do not accrue leave and who do not report to work will not be paid for this time. When arranged with the employee's supervisor and when business conditions permit, an employee may work additional hours in lieu of using leave.
- **Reassignment.** If an employee cannot get to their open home location due to road conditions or if the home location is closed, a District Manager or department manager may assign the employee to work at another location. Mileage and travel time will be paid in accordance with [Policy 3-7: Business Expense Reimbursement](#). An employee who declines to be re-assigned must use accrued leave to receive pay for the time of closure.

Policy History

Date approved: 3/2020

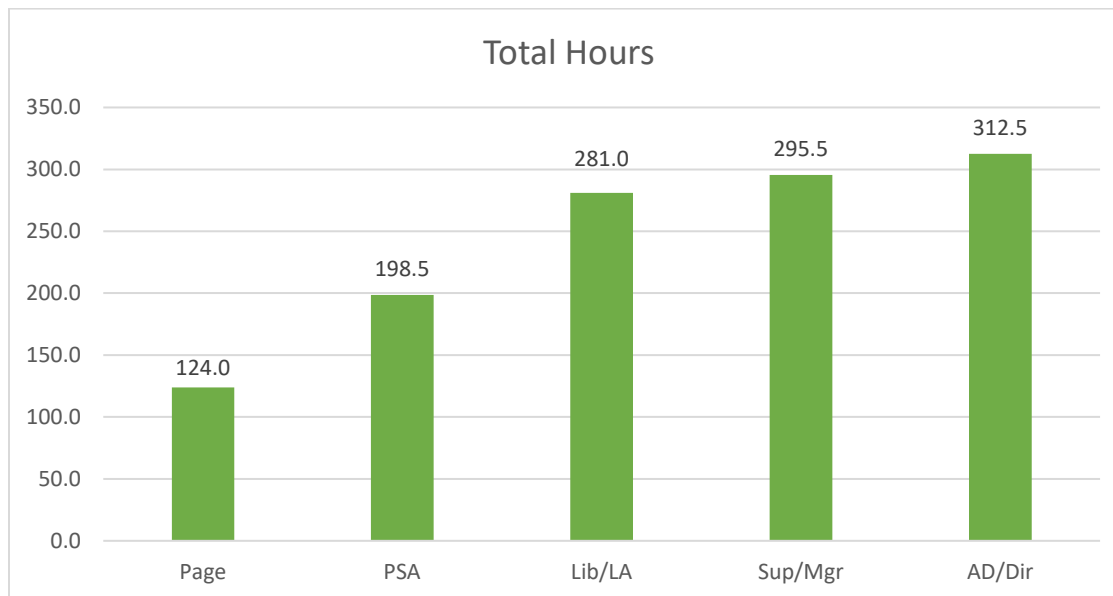
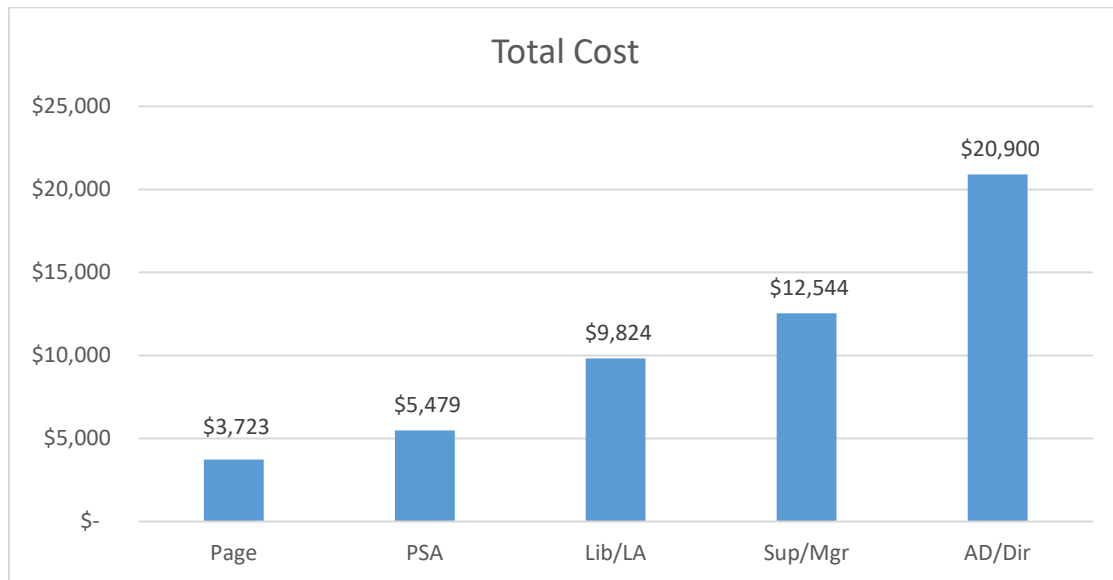
Next review date: 3/2024

Adopted: 1991

Sno-Isle Libraries Hiring

Estimated total cost and hours per hire by job classification

May 11, 2020



Monthly Report

Administrative Services

May 11, 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- General property tax receipts for April at \$19,146,158 are 11.7% lower than budget for the period. Financial hardships caused by the COVID-19 pandemic led Snohomish County to extend the first-half of 2020 tax due date to June 1. This results in a 30-day delay in receiving some property tax revenues compared with budget. Year to date property tax receipts are at \$22,396,908 and should be back on track with budget for June reporting.
- Timber tax received through April is \$317,150 or 55.2% of the annual budget. This is \$54,588 more than at this time last year with the positive variance resulting from State timber sales.
- Investment income is slightly less than budget in April at \$140,649. This condition will likely continue throughout the year as lower interest rates and difficult economic conditions will adversely impact investment pool performance.
- Other Revenue at \$12,033 in April includes \$5,236 in vehicle surplus sales.
- Total Revenue at 37.3% (\$23,012,858) of the annual budget is 4.3% (\$1,958,899) lower than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$12,254,246 or 32.6% of the annual budget are 2.2% (\$277,634) below budget expectations. Unemployment claims were \$6,343 for the month; however, this was offset by wages for staff positions budgeted but not yet hired.
- Materials acquisition at 28.4% (\$1,989,008) of the annual budget is lower than expected; however, this is due to building closures and inability to physically receive material at this time.
- Professional & Contract Services is underspent by 40.7% (\$419,260), driven by building closures and pause on library programming.
- Maintenance & Repair of \$103,487 is 77.8% (\$363,353) lower than budget mainly due building closures.
- Software License and Fees totaled \$376,383 in April. The Board approved cost of the BiblioWeb contract is \$167,107 of this total. Another large component cost is the annual Polaris software maintenance fee at \$182,632.
- Capital outlays totaling \$359,792 includes \$175,733 for the Service Center Refresh project that carried over from the end of last year.
- Total expenditures is at 30.2% (\$17,062,481) of the annual budget, an overall 1.8% increase of the annual budget compared to prior year.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 4/1/2020 Through 4/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	19,146,158	21,680,430	22,396,908	24,770,120	59,860,000	37.41%
02.0	Timber Tax / Sales	20,850	23,100	317,150	178,600	575,000	55.15%
03.0	Print/Copy Services	0	5,420	5,780	21,680	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	1,160	3,450	0.00%
05.0	Lost Materials Paid	116	8,330	14,350	33,320	100,000	14.34%
06.0	Investment Interest	24,889	40,830	140,649	163,320	490,000	28.70%
07.0	Donations Private Sources	(189)	8,750	53,598	35,000	105,000	51.04%
08.0	Other Revenue	12,033	37,500	84,424	150,000	450,000	18.76%
	Total Revenues	19,203,857	21,804,650	23,012,858	25,353,200	61,648,450	37.33%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 4/1/2020 Through 4/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures							
10.0	Salaries & Benefits	3,064,950	3,132,970	12,254,246	12,531,880	37,595,500	32.59%
20.0	Materials	424,795	583,330	1,989,008	2,333,320	7,000,000	28.41%
26.0	Professional & Contract Services	130,480	257,380	610,260	1,029,520	3,087,700	19.76%
35.0	Equipment & Furnishings	99,639	95,090	482,849	380,360	1,141,400	42.30%
38.0	Maintenance & Repair	20,474	116,710	103,487	466,840	1,400,200	7.39%
41.0	Software License & Maint Fees	376,383	115,970	577,772	463,880	1,391,900	41.50%
42.0	Communications	30,883	50,050	99,430	200,200	600,300	16.56%
43.0	Office & Operating Supplies	12,715	61,560	89,385	246,240	737,100	12.12%
44.0	Utilities	20,750	43,230	150,405	172,920	518,700	28.99%
45.0	Rentals & Leases	38,840	33,350	142,090	133,400	400,100	35.51%
46.0	Insurance	652	14,460	2,212	57,840	173,500	1.27%
48.0	Employee Training / Travel	16,819	25,030	46,647	100,120	300,000	15.54%
49.0	Miscellaneous	54,706	56,820	154,906	227,280	681,700	22.72%
50.0	Strategic Initiatives / Innovation	0	14,580	0	58,320	175,000	0.00%
55.0	Development Initiatives	0	52,130	0	208,520	625,500	0.00%
62.0	Capital - Bldgs & Improvements	92,719	38,080	250,627	152,320	457,000	54.84%
64.0	Capital - Furnishings & Equipment	4,981	4,170	4,981	16,680	50,000	9.96%
64.4	Capital - Vehicles	0	8,000	104,175	32,000	96,000	108.51%
	Total Expenditures	4,389,785	4,702,910	17,062,481	18,811,640	56,431,600	30.24%

Monthly Report

Human Resources

May 2020

Jack Schumacher
Human Resources Director

Equity, Diversity, and Inclusion (EDI)

Two online affinity groups will start in May: the Staff of Color Affinity Group, and the EDI Allies and Advocates Group.

The Staff of Color Group, facilitated by Richard Suico, will build on the success of the Edmonds Library group for staff of color. The group will provide a safe space for all Sno-Isle staff identifying as staff of color to discuss EDI issues.

The EDI Allies and Adocates Group, facilitated by Philip Spirito, will be a collaborative discussion group with the intention of creating a safe and supportive environment for staff to discuss and learn about social justice and EDI. The early focus of these meetings will center around the impact of the COVID-19 pandemic and how it relates to EDI.

Policies

Two new temporary policies concerning provisions of the Families First Coronavirus Response Act (FFCRA) were approved by the Leadership Team: one for the Emergency Paid Sick Leave Act (EPSLA) and one for the Emergency Family and Medical Leave Expansion Act (EFMLEA).

These policies provide additional guidance and information to staff regarding how Sno-Isle Libraries will administer time off requests under their respective Acts. The Leadership Team approved that under those provisions of the acts under which an employee is guaranteed pay at 2/3 their regular rate, Sno-Isle Libraries will provide 100% pay. For leave under the EFMLEA, this pay will be provided after employees have exhausted other paid leave available to them.

Recruiting

Due to Sno-Isle Libraries' closure, no positions were posted or filled during the month of April. The recruitment processes for postings from before the closure remain on hold for the time being.

Sno-Isle University

The Talent Development Team provides new remote training opportunities to employees on a weekly basis. Among the 160 respondents of an employee survey, the top areas of interest for training were Wellness/Self-Care, Database Training, Customer Service, and EDI. Employees also requested additional topics they would like to focus on for their professional development, such as Microsoft Office/Other Technology, Public Services/Library-Specific, Youth Services, and Language Learning. The Talent Development Team are using the survey results to inform training recommendations going forward, and



Human Resources
May 2020

continue to welcome staff feedback and suggestions. The Team is also coordinating with other departments to move in-house in-person training online or in a blended learning format where applicable while working remotely.

Human Resources
May 2020

New Hire Training

- Intellectual Freedom at Sno-Isle Libraries (14)
- Basic Polaris (11)

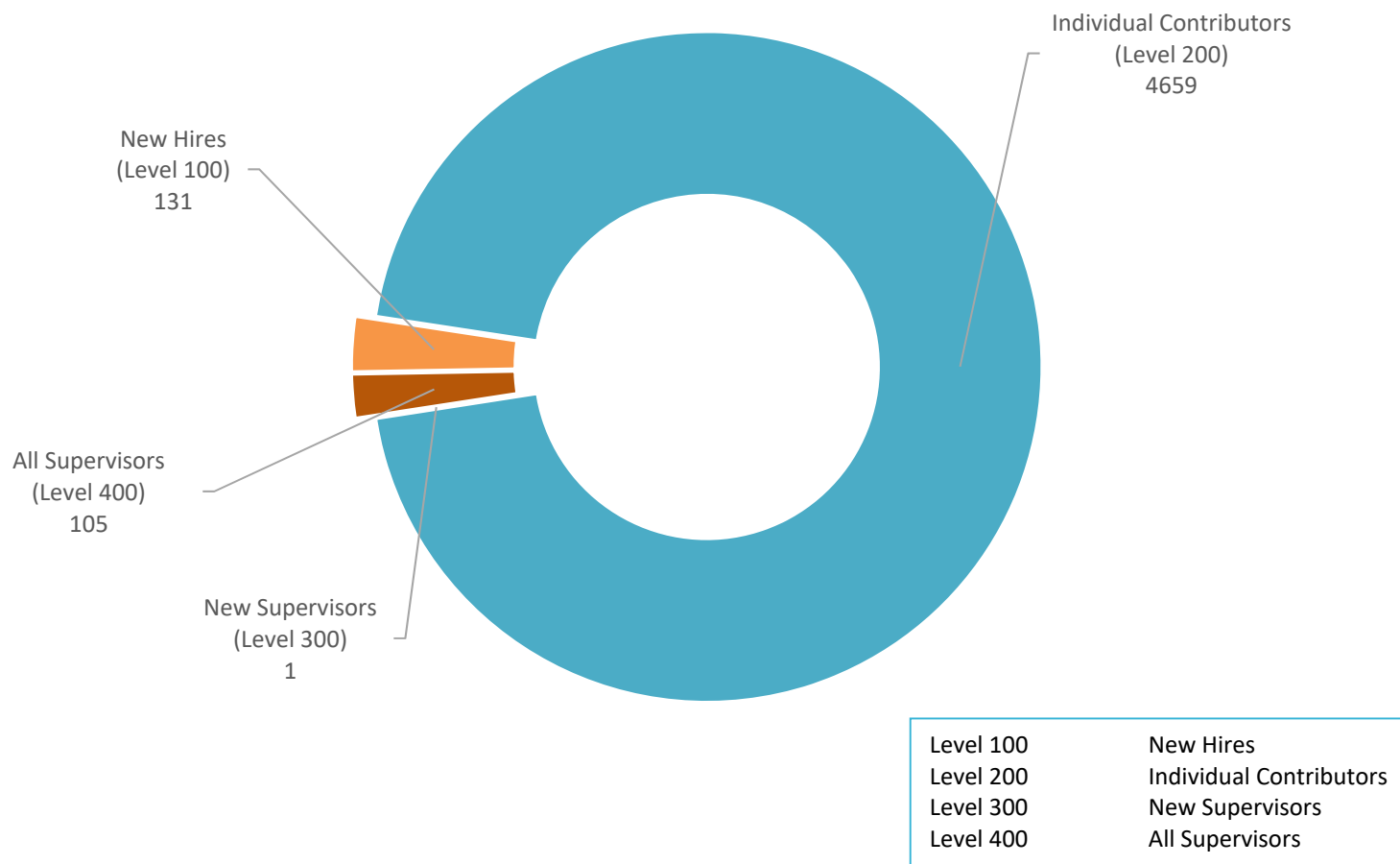
Supervisor Training

- 2020 Harassment Prevention: A Commonsense Approach – Manager (28)
- Becoming a Great Leader: Fundamentals (9)
- Becoming a Great Leader: Effective Delegation (9)
- 8 Steps to Effective One on Ones (9)
- Becoming a Great Leader: Developing Yourself (8)
- 8 Steps to Effective Team Meetings (6)
- Becoming a Great Leader: Introduction (6)
- Becoming a Great Leader: Motivational Leadership (6)

Line Staff Training

- 2020 Harassment Prevention: A Commonsense Approach – Employee (204)
- 2020 Information Security Awareness Training (226)
- Polaris Leap (69) (61)
- Remote Work Best Practices
- Cybersecurity For Remote Work (58)
- Unwinding When Working Remotely (47)
- SILCON - How to Increase Your Wellbeing Using Boundaries (45)
- SILCON - Understanding Gender Identity (42)
- Addressing Stress (40)
- Telephone Techniques: Phone Etiquette (39)
- SILCON - Introduction to Mindfulness (38)
- SILCON - Trauma-Informed Care (38)
- Using Good Posture While Working Remotely (37)
- Telephone Techniques: Handling Angry Callers (37)
- Telephone Techniques: Greetings (36)
- SILCON - Communicating Respectfully when Tensions Run High (35)
- SILCON - Bystander Intervention Training (34)
- Quick Tips for De-Stressing (32)
- Scheduling Screen Time Breaks (31)

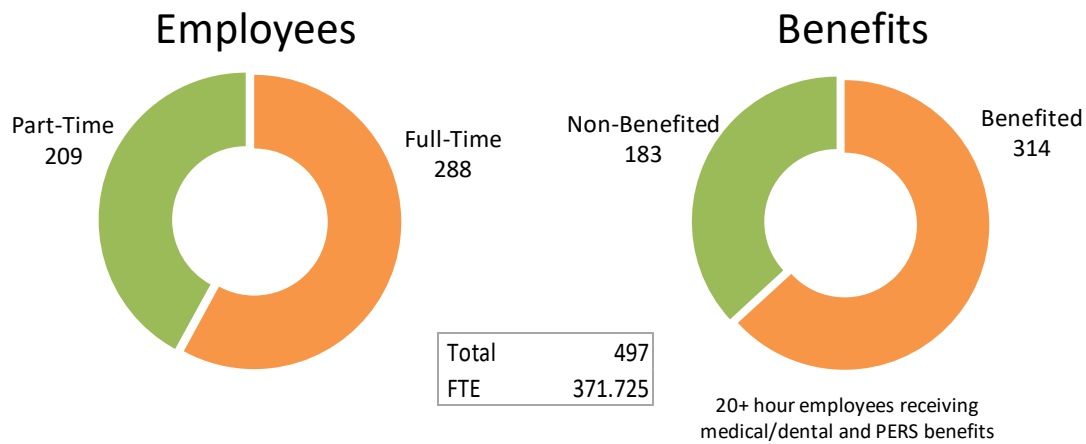
Human Resources
May 2020



Current Curriculum Development

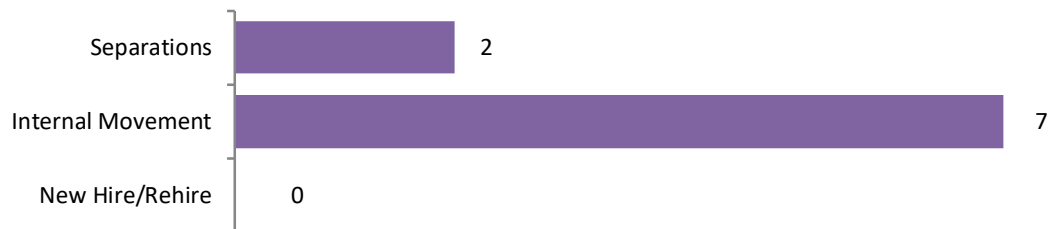
- Perfecting Your Interview Skills
- Gender Identity and Expression
- Fire Extinguisher Inspection

Employment Statistics, April 2020

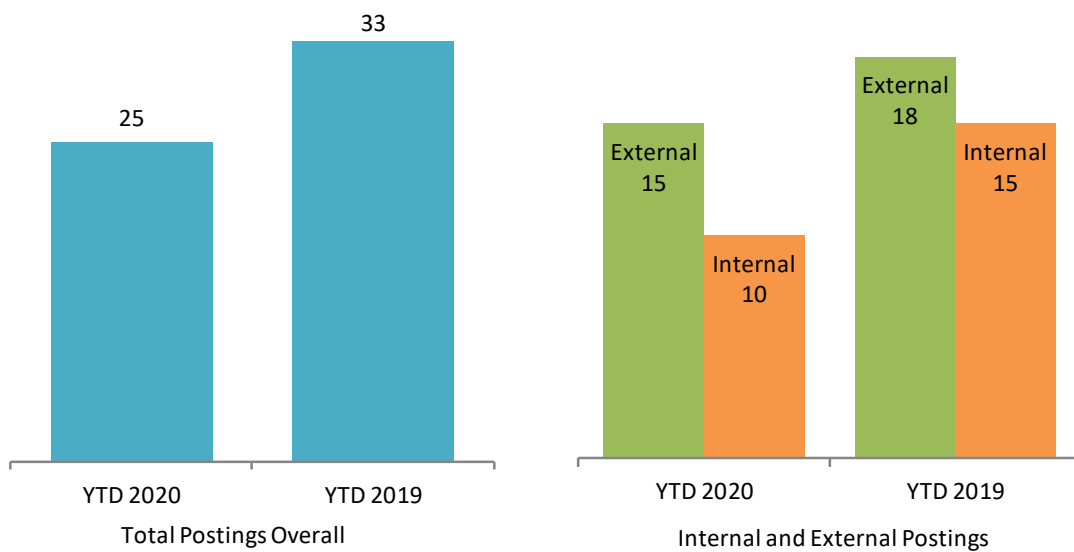


Employment Activity

4/1/20 - 4/30/20



Job Postings



Bylaws of the Board of Trustees of Sno-Isle Libraries

I. Name

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereinafter as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereinafter the "Board."

II. Management and Control

A. **Management.** The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.

B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:

- i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
- ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
- iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
- iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
- v. Have exclusive control of the finances of the library;
- vi. Accept such gifts of money or property for library purposes as they deem expedient;
- vii. Lease or purchase land for library buildings;
- viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
- ix. Purchase books, periodicals, maps, and supplies for the library; and
- x. Do all other acts necessary for the orderly and efficient management and control of the library.

III. Membership

A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the boards of county commissioners of each of the counties included in a district. [RCW 27.12.190](#)

- B. Representation by County. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County.
- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full term. All terms commence January 1 of their respective year of appointment.
- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- F. Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- G. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)
- H. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or reports pertaining to business that require Board action. RCW [42.30.030](#), RCW [42.30.070](#), and RCW [42.30.077](#).
- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time

requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)

- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the first regular Board meeting of each year. Elected officers shall serve until the first regular meeting of the next year.
- B. Nominating Committee. Prior to the first regular meeting of each year, a nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers.
- C. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- E. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- F. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tem.
- G. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)

- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

VIII. Procedure at Meetings

- A. Procedures. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of *Roberts' Rules of Order* as determined by the President.
- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session.
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- D. Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- E. Attendance by phone or video call. Trustees may participate in a meeting of the board of committee by means of a conference telephone, video call, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.
- F. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar years.
- G. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

IX. Amendment of Bylaws

- A. Amendments. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Board members shall have received written copies of any proposed change(s) at least five (5) days prior to said meeting. [RCW 24.03.070](#)
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 1963

**DRAFT
RESOLUTION 20-01**

of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT
AFFIRMING EMPLOYEE 'PAID ADMINISTRATIVE LEAVE' DURING COVID-19 EMERGENCY DECLARATION**

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to undertake all actions necessary for the orderly and efficient management and control of the Library; and

WHEREAS, on February 29, 2020, Governor Jay Inslee proclaimed a state of emergency in response to the Covid-19 pandemic; and

WHEREAS, the Libraries Administrative Policy – *Employment Practices 1-5: Emergency Closures* allows the Executive Director to modify library services and/or close facilities in those situations where continuing full service constitutes a significant risk to the health and safety of employees or customers; and

WHEREAS, in consideration of the Governor's orders and guidance from the Snohomish and Island County Public Health Departments, Sno-Isle Libraries' Executive Director declared an emergency and closed all community libraries effective at 6:00pm on March 13, 2020; and furthermore, closed the libraries and the Service Center to all employees the following day; and

WHEREAS, following Governor Inslee's "Stay Home, Stay Healthy" Order on March 23, 2020, Sno-Isle Libraries extended its building closures until further notice; and

WHEREAS, consistent with the *Employment Practices 1-5: Emergency Closures* Administrative Policy, the Library communicated that employees will not lose pay as a result of their inability to work due to Sno-Isle Libraries' decision to close; and

WHEREAS, the Library subsequently announced an extension of wage and benefits protection through May 31, 2020, which date is subject to further extension as deemed appropriate by the Executive Director; and

WHEREAS, the Library is taking proactive steps to engage all employees in meaningful work while promoting social distancing, remote work, and employee safety;

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees affirms and supports the payment of regular scheduled wages and benefits to Library employees during the Libraries' declared emergency, consistent with Administrative Policy – *Employment Practices 1-5: Emergency Closures*, in response to Federal, State and local public health orders affecting access to public spaces designed to ensure public safety during the Covid-19 pandemic;

Passed in a regular session this 18th day of May, 2020.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on May 18, 2020 pursuant to notice given as required by law at which ____ members of the Board were present and at which a majority voted in favor of said resolution there being ____ votes in favor, ____ votes against and ____ votes abstaining.

Sno-Isle Libraries
Board of Trustees

President

Secretary



SNO-ISLE LIBRARIES – REQUEST FOR PROPOSAL

Criteria for Executive Director Annual Evaluation

1. OVERVIEW

Sno-Isle Libraries is seeking consulting services with a focus on working with the Board of Trustees to develop appropriate goals, metrics and process for conducting performance evaluations for Sno-Isle Libraries' Executive Director.

2. BACKGROUND

[Sno-Isle Libraries](#) is a two-county public library district serving more than 750,000 people in Snohomish and Island counties through 23 community libraries, mobile and online library services. The organization is headquartered at its distribution facility in Marysville, Washington.

3. PROJECT DESCRIPTION AND SCOPE

The following describes the specific services being sought.

- Work with Board of Trustees to develop evaluation and pre-work for setting goals and objectives.
- Develop a systematic periodic process that assesses the Executive Director's job performance and productivity in relation to certain pre-established criteria and organizational objectives.
- Assist in developing a process that measures accomplishments, strengths, and weaknesses.
- Provide tools and format to conduct future evaluations internally.

4. TIMELINE

February 24, 2020	RFP issued
March 10, 2020	Questions due by noon (PDT)
March 13, 2020	Addenda issued (if necessary)
March 20, 2020	Proposals due
Week of March 30th	Interviews (TBD)
April 10, 2020	Contract awarded

5. QUESTIONS REGARDING RFP

Questions surrounding this RFP should be submitted via email to vendorsubmissions@sno-isle.org by noon, March 10, 2020. Questions via telephone will not be accepted. Responses will be provided via email by noon, March 13, 2020.

6. PROPOSAL CONTENTS

Sno-Isle Libraries is looking for a succinct proposal with relevant information. Please limit your proposal to no more than a dozen pages. There is also a "Certifications and Assurances" page that needs to be signed and included as part of your proposal.

6.1 Cover Letter

Please include the following: (1) a letter of interest signed by the firm principal with a statement of availability to complete the work; (2) the identification of the proposer, including name, address, email address, telephone number and Unified Business Number (UBI); (3) the name, title, address, email and telephone number of contact person during period of proposal evaluation; and (4) the signature of a person authorized to bind proposer to the terms of the proposal.

6.2 General Profile and Experience

Briefly provide general information about experience, capabilities, and length of time in the business of performing work of a similar nature.

6.3 Professional Credentials of Key Staff

Please identify and list the functions of the key staff who will work on this project. Briefly describe a summary of the professional credentials and experience of the staff who will work on this project(s). Do not include lengthy resumes or vitae.

6.4 Project Approach

Describe how you will approach and meet the objectives listed above for this project. Please provide a timeline and additional resources needed in order to meet project objectives.

6.5 Budget/Cost Scenarios

Provide a not-to-exceed budget amount with high-level detail showing projected costs. Proposers may submit as many costs scenarios as desired. For each costs scenario, include related assumptions and explanatory comments. Summarize the costs and attach all detail necessary to support the summarized costs. *Note: cost proposals must be all-inclusive and must include the hourly/daily rate, estimate number of hours/days to complete the project and a detailed estimate of all other costs, such as travel. No other monies will be paid for items omitted by the proposer, unless requested and approved in advance in writing.*

6.6 References

Provide contact information for three references who can describe work you have done which is similar or related to the report we are seeking.

6.7 Signed Certifications and Assurances

Sign and submit the attached Certifications and Assurances as part of your proposal.

7. SUBMITTING A PROPOSAL

Proposals may be submitted via email, mail, courier, or in-person. Proposals should be in writing and include links or attachments to materials which support, validate or demonstrate the qualifications of the submitter. The format may be a Word or pdf document.

Sno-Isle Libraries reserves the right to “revise” or “amend” the RFP prior to the proposal due date by “written addenda.”

The deadline for submission/receipt is March 20, 2020 by 2 p.m. PDT.

Submit proposal to:

Purchasing Specialist

vendorsubmissions@sno-isle.org

Sno-Isle Libraries

7312 35th Avenue NE

Marysville, WA 98271

Sno-Isle Libraries shall not be responsible for any costs incurred by the proposer in preparing, submitting or presenting its response to the RFP.

All proposals received after the designated time stated will not be considered.

8. EVALUATION PROCESS

Sno-Isle staff will confirm receipt of all proposals received by the due date, and will later inform submitters of the status of their proposals.

Proposals will be evaluated based on the following criteria:

Possible Points:

Firm Profile and Staff Experience (including references)	30
Project Approach	30
Budget/Costs Scenario(s)	35
Adherence to Submittal Directions	5

Sno-Isle Libraries staff may elect to conduct interviews, either via Skype or by telephone, with finalist candidate(s). We expect to make a decision and discuss the final contract with the selected consultant by April 10, 2020.

9. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

All proposals received shall become the property of Sno-Isle Libraries and remain confidential until a contract, if any, resulting from this request is signed by the Human Resources Director. After a contract is signed, all proposals received shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW). Any information contained in the proposal that is proprietary must be clearly marked or designated as “confidential” in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

10. ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by Sno-Isle Libraries from the proposal due date.

11. TERMS AND CONDITIONS

The successful proposer will be required to sign a Contract with Sno-Isle Libraries. Sno-Isle Libraries reserves the right to extract certain language from a company's agreement and incorporate it into a Library contract, if mutually agreeable to both parties.

Sno-Isle Libraries will retain all rights to the finished product and all electronic, audio and / or graphic files including project files.

The proposer, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

Sno-Isle Libraries reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract agreement.

Sno-Isle Libraries is under no obligation to award this project to the proposer offering the overall lowest fee or contract terms. Evaluation criteria, included in this document, shall be used in evaluating proposals.

12. INSURANCE COVERAGE

Consultant shall procure and keep in force during the term of this Contract Commercial General Liability (CGL) insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Consultant performing any work under this proposal, Consultant shall provide Sno-Isle with a Certificate of Insurance evidencing the insurance required and, by endorsement to the Consultant's liability policy (ices), naming Sno-Isle Libraries, its officers, employees and agents as Additional Insureds.

Thank you for considering this RFP and for the efforts you may undertake to submit a proposal.

Board of Trustees Handbook review - planning document

May 11, 2020

Table of Contents	Pages	Notes	Status	Staff
General Overview				
Introduction / Mission	3	Update with current vision/mission/goals/values		
Map of SIL Libraries		New - add		
Legal Powers of the Sno-Isle Libraries Board of Trustees	4	Delete - Included in Bylaws		
Board of Trustees Vacancy and Position Description	5 – 6	Current is based on last vacancy. Develop template		
Process for Appointment of Trustees	7 – 8	Current is based on last vacancy. Develop template		
Board Functions				
Trustee Responsibilities	9	Delete - Included in Bylaws		
Overview of Board Structure	10	Delete - Included in Bylaws		
Board Meetings	11	Delete - Included in Bylaws		
Bylaws of the Sno-Isle Libraries Board of Trustees	12 – 15	Currently under review		
Board and Director Roles	16	Discussion. Trustees roles in bylaws. May need roles for ED.		
Board Committee Operating Procedures				
Executive Committee Guidelines	17	Update		
Board Development / Administration Committee Guidelines	18	Update		
System Services Committee Guidelines	19	Update		
Strategic Planning and Finance Committee Guidelines	20	Update		
Ad Hoc Committee Procedures	21	Update		
Board Policies / Philosophies / Norms				
Code of Conduct for Trustees	22-23	Replace with updated Coode of Conduct - approved 2019		
Professional Development Norms and Expectations	24	Update		
Sno-Isle Library Director Compensation Philosophy	25	Update		
Policy Management Policy	26-29	Replace with updated policy - approved 2019		
Washington Library Association Intellectual Freedom Statement	30	Check for update		
Overview of Collection Development and Internet Use Policies	31	Refer to actual policy - delete		
Associated and Supporting Organizations				
Community Library and Advisory Library Boards	32	Update		
Friends of the Library Organizations	33	Update		
Sno-Isle Libraries Foundation	34	Update		
Additional information				
Trustee Conference Logistics	35	Update		
Executive Director succssion plan	36-37	Discussion. Delete or update		
Other Useful Resources for Trustees				
Open Public Meetings and Public Records Law	10.1-10.8	Update materials		
Board and Director Roles and Responsibilities	2.1-2.10	Delete. Look for newer materials		
Code of Ethics of the American Library Association	No page	Check for dated code		
Directories	Not included	Update when new Trustee appointed		
<i>SIL Board of Trustees</i>				
<i>SIL Board Committee Members</i>				
<i>SIL Libraries Foundation</i>				
<i>Community Library Boards</i>				
<i>SIL Staff</i>				
Public Library Trustee Reference Manual, WA State Library		Discussion		
Library Library Trustee Summary Manual, WA State Library		Discussion		
The Successful Library Trustee Handbook, ALA		Discussion		

Memo



Ideas for updates and discussion at future Board meetings **From annual Board retreat – February 2020**

- Additional detail and regular updates on the operating budget – underway at monthly Board meetings.
- Capital plan information and planning.
- Strategic goals update and report on progress.
- Information on national trends in library services.
- Invite community leaders/elected officials to present at meetings.
- Update on Library on Wheels services.