

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes
Monday, February 25, 2019
Marysville Service Center

CALL TO ORDER

Ms. Kostick called the meeting to order at 5:00 p.m.

ROLL CALL

Members Present: Marti Anamosa, Susan Kostick, Rose Olson, Kelli Smith, and Rico Tessandore.

Staff Present: Lia Belcher, David Durante, Alisha Hendren, Jim Hills, Sonia Gustafson, Rebecca Loney, Jack Schumacher, Gary Sitzman, Lois Langer Thompson, and Kendra Trachta.

INTRODUCTION AND RECOGNITION OF GUESTS

Lake Stevens Advisory Board member, Paul Ryan.

APPROVAL OF AGENDA

Ms. Anamosa proposed amending the agenda to include item 9e Trustee Award and approve the agenda as amended. Ms. Smith seconded the motion. The Board unanimously approved the motion.

CONSENT AGENDA ITEMS

Ms. Smith moved to approve the Consent Agenda:

- a. Approval of Minutes of January 22, 2018 Regular Meeting, and;
- b. Approval of January 2019 Sno-Isle Payroll, Benefits and Vouchers.

Direct Deposits and Employee Deductions	\$2,157,056.34
Vendor Checks 65190, 65217, 65281, 65332 and 65359 through 65370 plus Electronic Fund Transfers	\$721,119.64
Total Payroll and Benefits	\$2,878,175.98
Accounts Payable Checks 65166 through 65370 less checks listed above, plus Electronic Transfers	\$956,805.00
Total Payroll, Benefits and Accounts Payable	\$3,834,980.98

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

PUBLIC COMMENT

Mr. Ryan expressed his enthusiasm for promoting and advocating library services through his work with the Lake Stevens Advisory Board.

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

EXECUTIVE DIRECTOR'S REPORT

Board of Trustees

Ms. Langer Thompson reported on her attendance at the following meetings and events:

- A meeting with Trustee Anamosa and Lakes Stevens Advisory Board Chair, Shaelynn Bates, regarding the Lake Stevens Library.

Board of Trustees

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

Executive Director

Lois Langer Thompson



- A meeting with Snohomish County Executive, Dave Somers; Communities Relations Manager, Vanesa Gutierrez; and staff member, Susan Hempstead.
- A meeting with Communities of Color Coalition (C3) members and Volunteer & Community Engagement Coordinator, Christine Stansfield to discuss a possible partnership between C3 and Sno-Isle Libraries.
- A meeting with United Way of Snohomish County President, Allison Warren Barber.
- Two Mariner Community Campus meetings.
- Six library staff meetings.
- The annual Verdant Healthier Community Conference held at the Lynnwood Convention Center in Lynnwood, Washington. Volunteer & Community Engagement Coordinator, Christine Stansfield presented updates on the Mariner Community Campus project.
- The ALA Midwinter Meetings & Exhibits in Seattle, Washington.
- The Washington State Public Library Directors' Winter Meeting held at the Dumas Bay Centre in Federal Way, Washington.
- A meeting with King County Library Executive Director, Lisa Rosenblum.
- A two day Public Library Directors' Summit hosted by OCLC in Dublin, Ohio.

Ms. Langer Thompson informed the Board of the following:

- An upcoming meeting between Lake Stevens Mayor, John Spencer; Board President, Martin Munguia; and Ms. Thompson.
- Interviews for the position of assistant to the executive director are currently underway.
- A memo, located in the day packet, on the weather related library closures, which occurred in February.
- Four library refresh projects scheduled to occur in 2019. The projects will include, Marysville, Mill Creek, Monroe, and Mountlake Terrace.

UNFINISHED BUSINESS

Board and Friends Forum (Discussion Item)

Ms. Kostick highlighted the Board and Friends Forum invitation and agenda located in the day packet.

Ms. Kostick reminded the Board that the event will be held on Saturday, March 9 at 10:00 a.m. at the Everett School District's Community Resource Center.

Ms. Gustafson provided an update regarding the Board and Friends Forum.

Board of Trustees and Foundation Board Event (Discussion Item)

Ms. Kostick reminded the Board that the Board to Board event will be held on Tuesday, April 2, in the evening.

Ms. Kostick informed the Board that a planning committee is currently being created. The committee will be comprised of members from the Foundation Board; Board of Trustees; Foundation Executive Director, Paul Pitkin; and Sno-Isle Libraries Executive Director, Lois Langer Thompson.

Ms. Kostick welcomed the Board to submit ideas they would like to see included on the agenda.

Internet Use and Safety Policy (Action item)

Ms. Langer Thompson reviewed the proposed changes to the policy. Mr. Tessandore proposed the term minor replace the term child.

Following discussion on the proposed changes, Ms. Olson moved the Sno-Isle Libraries Board of Trustees adopt the Internet Use and Safety Policy as amended. Ms. Smith seconded the motion. The Board unanimously approved the motion.

2019 Work Plan (Discussion Item)

- i) Equipment replacement plan update
Ms. Loney provided an update regarding the equipment replacement plan including the financial impact, cost savings due to efficiencies, and setting a long-term strategy for replacement.
- ii) Dashboard Review
Ms. Langer Thompson provided an update regarding the 2019 work plan dashboard.

NEW BUSINESS

Copier/Printer Lease Agreement (Action Item)

Ms. Anamosa moved the Board of Trustees approve the issuance of twenty-three (23) consecutive purchase orders numbered EN-13344 through EN-13366 for copier/printer equipment that have aggregate five-year lease payments totaling \$342,353 and authorizes the Executive Director (or delegate) to execute the lease agreements. Ms. Olson seconded the motion. The Board unanimously approved the motion.

PaperCut Print Management Solution (Action Item)

Mr. Tessandore moved the Board of Trustees approve Purchase Order EN-13439 for the PaperCut licensed software with aggregate payments over five years totaling \$498,810 and authorizes the Executive Director to execute the US Communities Software Financing Agreement attached hereto. Ms. Anamosa seconded the motion. The Board unanimously approved the motion.

ALA Midwinter Reports (Discussion Item)

Ms. Kostick and Ms. Langer Thompson reported on the ALA Midwinter Meetings.

Board of Trustee requests for updates from staff (Discussion item)

The Board discussed idea for staff presentation at future Board meetings. Ms. Kostick requested, from staff, information on the development of our collection.

ANNOUNCEMENTS AND COMMENTS

Trustee Award

Ms. Kostick announced that the Executive Committee reviewed nominations and have selected Candidate A as the 2018 Trustee Award winner.

The Trustee Award will be presented at the 2018 Employee Recognition event on March 14, at the Rosehill Community Center.

Trustee City Designation

Mr. Tessandore requested the removal of city designations for the Board of Trustees. Mr. Tessandore stated the role of the Board of Trustees is to represent the library system as a whole, and that city designations imply the interest of only the designated cities. City of Residence will be included on the Sno-Isle Libraries website. The Board unanimously agreed and directed staff to make the requested changes.

ADJOURNMENT

The meeting adjourned at 6:19 p.m.

NEXT MEETING

The next regular Board meeting will be held Monday, March 25, 2019 at 5:00 p.m. at the Camano Island Library, 848 N. Sunrise Blvd., Camano Island, WA 98282.

President

Secretary