

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes
Monday, April 22, 2019
Freeland Library

CALL TO ORDER

Trustee Munguia called the meeting to order at 5:00 p.m.

ROLL CALL

Members Present: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, and Kelli Smith.

Members Present via teleconference: Rico Tessandore.

Staff Present: Betsy Arand, Lia Belcher, Ken Harvey, Alisha Hendren, Karen Mayhew, Katrina Morse, Jack Schumacher, Gary Sitzman, Kendra Trachta, and Lois Langer Thompson.

INTRODUCTION AND RECOGNITION OF GUESTS

Kim Drury and Linda Drury.

APPROVAL OF AGENDA

President Munguia moved the Board of Trustees amend the following:

- The March 25 minutes to include comments President Munguia shared during Announcements and Comments.
- The April 2 minutes to include Kristina Mayer to the meeting roll call.

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

CONSENT AGENDA ITEMS

Trustee Anamosa moved to approve the consent agenda.

- a. Approval of March 2019 Sno-Isle Payroll, Benefits, and Vouchers.

Direct Deposits and Employee Deductions	\$2,028,164.72
Vendor Checks 65681, 65752, 65823 and 65849 through 65860 plus Electronic Fund Transfers	\$665,952.48
Total Payroll and Benefits	\$2,694,117.20
Accounts Payable Checks 65586 through 65860 less checks listed above, plus Electronic Transfers	\$779,007.60
Total Payroll, Benefits and Accounts Payable	\$3,473,124.80

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

PUBLIC COMMENT

Betsy Arand, Manager of the Freeland Library, thanked Kendra Trachta, Deputy Director, for her tenure with Sno-Isle Libraries. Trustee Anamosa expressed gratitude for of the 8 years of innovation Deputy Director Trachta brought to Sno-Isle Libraries.

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

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



Meeting Minutes
April 22, 2019

EXECUTIVE DIRECTOR'S REPORT

Executive Director Thompson thanked Deputy Director Trachta for her work in helping Sno-Isle Libraries look to the future, particularly in her work with the Sno-Isle Libraries strategic priorities.

Community meetings and events

Executive Director Thompson reported on her attendance at the following meetings and events:

- The Snohomish Health District Anniversary Celebration in which Sno-Isle Libraries received a 2018 Health Champion Award for Emergency Preparedness.
- A meeting with Lynnwood Mayor Nicola Smith.
- The Communities of Color Coalition Conference on Race, along with Trustee Kostick.

Other Updates

Executive Director Thompson reported on the following:

- The Town of Coupeville's Community Green Improvement Project, which began on April 1. The project will make improvements to the public parking lot located next to the Coupeville Library. The parking lot is home to many community events including the Coupeville Farmers' Market.
- A recent decision made by the Washington Department of Corrections, which prohibited book donations to Washington prisons. The decision to prohibit donations gained national attention and has since been reversed. Phil Spirito, Monroe Library Manager, continued to work with the Monroe Correctional Complex to ensure acceptance of donated books from the Monroe Library.
- Two proposed State Capital bills which include:
 - i) A bill to fund state libraries. The proposed amount is for \$10 million. The Mariner Community Campus is one of the projects set to receive funds. Executive Director Thompson will co-chair a group that will develop guidelines for requesting funding. The bill is expected to pass.
 - ii) A bill to reimburse districts for ballot postage on all state elections. The bill is expected to pass.

UNFINISHED BUSINESS

Board of Trustees and Foundation Board Event (Discussion item)

Trustee Olson provided a summary of the Board to Board Event.

President Munguia expressed enthusiasm, on behalf of the Board of Trustees and the Foundation Board, for Executive Director Thompson's vision for Sno-Isle Libraries.

Kim Drury, Foundation Board, member communicated her appreciation for the event and desire for continued conversations between the boards.

Board Retreat (Discussion item)

Trustee Smith provided an update regarding the Board Retreat.

Executive Director Thompson informed the Board that staff would be sending a request for quotes, by end of week, for a Board Retreat facilitator. The Board Retreat is open to the public and will be held on June 1 at 8:00 a.m., at the Tulalip Resort, 10200 Quil Ceda Blvd., Tulalip, WA 9827.

The Board will engage in preliminary discussions at the May 13 Board of Trustees meeting and will finalize the Strategic Plan strategy during the Board Retreat on June 1.

Meeting Minutes
April 22, 2019

2019 Work Plan (Discussion item)

Capital Facilities Plan

Jack Schumacher provided an update in regards to the Capital Facilities Plan. The update included the following information:

- A refresh project planned for the Sno-Isle Libraries Service Center. Work is scheduled to begin in the 3rd quarter of 2019.
- Review of the status of seven libraries: Arlington, Clinton, Lake Stevens, Lynnwood, Mill Creek, Mountlake Terrace, and Stanwood.
- Refresh projects for 2019 are under review.

Executive Director Thompson noted requests for community input are an important first step to ensure community needs are being met.

Stanwood Library Board – City Council Annexation Agreement Request (Discussion item)

Executive Director Thompson reported on a request letter sent by the Stanwood Library Board to the Stanwood City Council. The Library Board's request is to remove location and time restrictions from the Stanwood Library Annexation Agreement. The request is now in the council committee review process.

Authorization for Capital Asset Disposal (Action item)

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees declare both HP HC 250 Hyper Converged platforms to be surplus and authorize the disposal of this equipment in a commercially reasonable manner that effectively balances monetary return to the Library District with the amount of staff time and effort necessary to achieve the equipment disposal. Rose Olson seconded the motion. The Board unanimously approved the motion.

Policy Updates (Action item)

Trustee Anamosa requested the amendment of Personnel Practices 2-12: Workplace Violence Prevention to reflect the distinction between employees and volunteers.

The Board instructed staff to make the requested changes for presentation at the May board meeting.

Trustee Smith moved the Board of Trustees approve the following policies:

- Employee Benefits 3-5: Leaves of Absence
- Employee Practices 1-3: Status of Employees
- Employee Practices 1-7: Lay-Off and Recall
- Personnel Practices 2-4: Progressive Corrective Action
- Personnel Practices 2-5: Distributions and Solicitations

President Munguia seconded the motion. The Board unanimously approved the motion.

ANNOUNCEMENTS AND COMMENTS

The Board offered the following comments:

- President Munguia inquired into the practices regarding the purchasing of CD audiobooks.
- Trustee Anamosa reported on the success of the Whidbey Reads event held on April 18.
- Trustee Smith expressed appreciation of the increase in active language used in recent library emails.
- Trustee Kostick expressed appreciation for the Sno-Isle Libraries presence at the Communities of Color Coalition's Conference on Race.
- Trustee Olson requested an update on the Mariner Community Campus meeting held on April 13.

Meeting Minutes
April 22, 2019

- i) Executive Director Thompson commented on the event's successful approach to community engagement. The next meeting is scheduled for May 11.

EXECUTIVE SESSION

At 6:01 p.m., President Munguia announced the Board would go into executive session at 6:15 p.m., for approximately 20 minutes to discuss the following:

- A Real estate sale, purchase, or lease, in accordance with RCW 42.30.IIO(I)(b),(c).
- Performance of a public employee, in accordance with RCW 42.30.IIO(I)(g).

At 6:35 p.m., President Munguia announced the council would be extending the executive session for a period of 15 minutes, until 6:50 p.m.

At 6:50 President Munguia announced the council would be extending the executive session for a period of 10 minutes, until 7:00 p.m.

The executive session ended at 7:00 p.m.

ADJOURNMENT

The meeting adjourned at 7:01 p.m.

NEXT MEETING

The next regular Board meeting will be held on, Monday, May 13, 2019 at 5:00 p.m., at the Sno-Isle Libraries Service Center, 7132 35th Ave. NE, Marysville, WA 98271.

President

Secretary