

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes

Monday, September 23, 2019

The Plaza Meeting Room, 650 Main St, Edmonds, WA 98020

CALL TO ORDER

Trustee Munguia called the meeting to order at 5:08 p.m.

ROLL CALL

Members Present: Martin Munguia, Susan Kostick, Rose Olson, Paul Ryan, and Kelli Smith.

Members Present via Teleconference: Marti Anamosa.

Staff Present: Lia Escudero Belcher, R.D. Burley, Jane Crawford, David Durante, Robert Elliot, Ken Harvey, Susan Hempstead, Alisha Hendren, Meredith Kraft, Erin Peterson, Charles Pratt, Jessica Russell, Jack Schumacher, Gary Sitzman, Richard Suico, Lois Langer Thompson, and Nicole Wehl.

INTRODUCTION AND RECOGNITION OF GUESTS

Senator Marko Lias

Dr. Kristina Mayer

Luke Distelhorst

APPROVAL OF AGENDA

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

CONSENT AGENDA ITEMS

Trustee Smith moved to approve the Consent Agenda as presented.

- a) Approval of minutes of July 22, 2019 Regular Meeting;
- b) Approval of July 2019 and August 2019 Sno-Isle Payroll, Benefits, and Vouchers.

Direct Deposits and Employee Deductions	\$2,201,421.10
Vendor Checks 66630, 66690, 66831, 66883, and 66897 through 66907 plus Electronic Fund Transfers	\$745,831.97
Total Payroll and Benefits	\$2,947,253.07
Accounts Payable Checks 66609 through 66907 less checks listed above, plus Electronic Transfers	\$1,578,590.90
Total Payroll, Benefits and Accounts Payable	\$4,525,843.97
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Direct Deposits and Employee Deductions	\$2,140,371.49
Vendor Checks 66944, 67017, 67074, 67117, 67138, and 67178 through 67189 plus Electronic Fund Transfers	\$727,446.48
Total Payroll and Benefits	\$2,867,817.97
Accounts Payable Checks 66908 through 67189 less checks listed above, plus Electronic Transfers	\$1,605,025.73
Total Payroll, Benefits and Accounts Payable	\$4,472,843.70

Trustee Olson 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



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PUBLIC COMMENT

There was no public comment.

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

SNO-ISLE LIBRARIES HIGHLIGHT

Senator Marko Lias thanked the Board for their continued support of the Mariner Community Campus project and expressed enthusiasm for the future of the Project.

President Munguia thanked Senator Lias for looking to Sno-Isle Libraries as an anchor for the Mariner Community Campus project.

UNFINISHED BUSINESS

Strategic Planning and Finance Committee

Committee Chair Anamosa provided an update from the Strategic Planning and Finance Committee.

- i) Proposed vision and mission.

Executive Director Thompson presented the proposed vision and mission statements.

Vision: Everyone in our community is connected to their library.

Mission: We engage and inspire our communities through equitable access to knowledge and resources.

President Munguia expressed support of the new vision and mission.

Dr. Kristina Mayer and Executive Director Thompson expressed their gratitude for the Board's work on the proposed vision and mission statements.

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the vision and mission as presented. Trustee Olson seconded the motion. The Board unanimously approved the motion.

- ii) Preliminary 2020 operating budget.

Administrative Services Director Gary Sitzman and Senior Accountant Nicole Wehl provided a summary of revenue and expenditures outlined in the preliminary 2020 operating budget.

Board Development/Administration Committee

Committee Chair Smith provided an update from the Board Development and Administration Committee.

Executive Director Thompson informed the Board that to date, 14 policies have been updated and 7 are currently under review.

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

- 1) Personnel Practices 2-11: Whistleblower.
- 2) Board of Trustees Code of Conduct.
- 3) Policy Management.
- 4) Public Records.

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

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COMMITTEE REPORTS

Executive Committee

President Munguia provided an update from the Executive Committee.

President Munguia informed the Board that updates to the Board of Trustees Committee duties will be presented to the Board at the October meeting along with a draft of the 2020 Board meeting schedule.

Foundation Board update

Vice President Kostick reported on the following Foundation Board information:

- A summary of the Tim Egan luncheon event on September 18.
- An update provided to the Foundation Board by Executive Director Thompson in regards to SILCon on October 14. The conference will focus on equity, diversity, and inclusion.
- A Foundation breakfast event featuring Eric Kleinberg on October 15.
- TEDxSnoIsleLibraries scheduled for May 5, 2020.

SNO-ISLE LIBRARIES/COMMUNITY HIGHLIGHT

Edmonds Library overview

Edmonds Library Manager Richard Suico shared information on the Edmonds Library regarding the shift to a single point of service and the positive effect it has had on library operations. Richard also gave examples of the equity, diversity, and inclusion work underway at the Edmonds Library.

Homelessness Task Force

Edmonds Assistant Library Manager Erin Peterson and Stanwood Library Manager Charles Pratt provided an overview on the work currently underway with the Homelessness Task Force.

The Homelessness Task Force has identified three focus areas:

- Staff Training and Support.
- Resource Sharing/Branch Contacts.
- Community Work/Civic Engagement.

Teams will be created to address each identified focus area.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Thompson reported on the following meetings with elected officials and stakeholders:

- Librarian of Congress Carla Hayden and US Representative Rick Larson visited the Marysville Library on August 1.
- A meeting with Stanwood Mayor Kelley, City Administrator Ferguson and Sno-Isle Library staff members Susan Hempstead and Charles Pratt.
- A meeting with Lake Stevens Mayor Spencer, Public Works staff, and Sno-Isle staff members David Durante, Jack Schumacher, and Gary Sitzman.
- Snohomish County Councilmembers Sam Low and Nate Nehring and Sno-Isle Library staff member Susan Hempstead.
- US Representative Suzan Delbene and Community Transit CEO Emmett Heath on a tour of the Mill Creek Library with Sno-Isle Library staff.

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Executive Director Thompson reported on following community events and Board meetings:

- Leadership Snohomish County meetings:
 - Strategic planning meeting.
 - Two LSC Board meetings.
 - Racial Cohort graduation.
- Economic Alliance of Snohomish County Summer Networking Event.
- United Way CORE Perspectives Annual Luncheon.

Executive Director Thompson informed the Board of the following:

- The Stanwood Library Board's request to amend the Annexation Agreement with Sno-Isle Libraries was approved by the Stanwood City Council at the September 12 City Council meeting.
- Staff listening sessions with all library staff and departments have been completed.
- Executive Director Thompson co-led a symposium in Charleston, SC on August 12-13 for the Public Library Association's Equity/Diversity/Inclusion/Social Justice Task Force, and has been reappointed for an additional two-year term as co-chair.

Executive Director Thompson provided the following HR hiring updates:

- Assistant Director of Facilities, Safety, and Security R.D. Burley.
- North District Manager – Youth Services Leslie Moore.

Executive Director Thompson informed the Board of the following declared emergencies as required by state regulations:

Monroe Library Drain Blockage

On July 22, the Monroe Library restroom floor drain backed up as well as the floor drain in the boiler room. Due to public safety concerns and potential for further damage, Jack Schumacher declared the situation an emergency. The following purchase orders were approved during this declared emergency but not competitively bid:

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|----|----------|----------------------------|----------|
| a. | EN-14596 | Stollwerch Plumbing | \$623.64 |
| b. | EN-14912 | Sound Maintenance Services | \$178.20 |

Granite Falls Library Water Leak

On August 30, it was reported that a water pipe was leaking in the janitor's closet at the Granite Falls Library. It was determined the backflow valve had failed and needed to be rebuilt. Jack Schumacher formally declared the incident as an emergency so repairs could be made before the long holiday weekend. The following purchase order was issued but not competitively bid:

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|----|----------|----------------------------|----------|
| a. | EN 14864 | Advanced Testing & Service | \$436.00 |
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Assistant Director for Technical Services/Collection Services Jessica Russell presented information to the Board on eBook lending and pricing models, Lynda.com access, and the recent Macmillan announcement regarding eBook access.

NEW BUSINESS

Resolution 19-04 Recognizing Friends of the Library Week

President Munguia thanked the Friends of the Library groups for their continued support, commitment, and generosity to Sno-Isle Libraries.

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Trustee Olson moved the Sno-Isle Libraries Board of Trustees adopt Resolution 19-04 recognizing the week of October 20-26, 2019 as Friends of the Library Week. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

ANNOUNCEMENTS AND COMMENTS

There were no announcements or comments.

ADJOURNMENT

The meeting adjourned at 7:10 p.m.

NEXT MEETING

The next regular Board meeting will be held on Monday, October 28, 2019 at 5:00 p.m. at the Sno-Isle Libraries Service Center, 7312 35th Avenue NE, Marysville, WA 98271.

President

Secretary