

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



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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.

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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.

Executive Director Thompson informed the Board of the Washington State Department of Commerce's Library Capital Improvement Program. The grant will award up to ten million dollars to assist state libraries in acquiring, constructing, or rehabilitating their facilities. The maximum grant amount to any one entity will not exceed \$2 million. Sno-isle Libraries is currently working on proposals for the following libraries:

- Darrington
- Edmonds
- Lake Stevens
- Langley
- Lynnwood
- Mariner

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:

- i) Customer use of libraries policy
- ii) Friends of the Library policy
- iii) Meeting room policy

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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.

DocuSigned by:

Martin Munguia

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President

DocuSigned by:

Kelli Smith

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Secretary