

Sno-Isle Libraries

Board of Trustees

Monday, May 18, 2020
Meeting Minutes
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, Kelli Smith, and Rico Tessandore.

Staff Present via Teleconference: Barbara Adams, Lia Escudero Belcher, David Durante, Ken Harvey, Susan Hempstead, Alisha Hendren, Rebecca Loney, Jack Schumacher, Lois Langer Thompson, Gary Sitzman, Phil Spirito, 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 Smith moved to approve the Consent Agenda as amended.

- a) Approval of the April 27, 2020 regular meeting minutes as amended.
- 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

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

Public Comment

There was no public comment.

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

SNO-ISLE LIBRARIES

Executive Director's Report

Meetings with elected officials and stakeholders

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

Community events and board meetings

Executive Director Thompson attended the following online meetings:

- Leadership Snohomish County Board meeting for May 2020.
- Snohomish County Economic Recovery Task Force.
- Snohomish County Reopening and Expanding Access to Government Facilities: Operational Practices.
- Snohomish County Department of Emergency Management - Reopening and Expanding Access to Government Facilities: Operational Practices

Library updates and collaborations

Public Services Director David Durante reported on the following library work and collaborations:

Continued online and remote services

- eBook and digital audiobook checkouts.
- Online reference services.
- Book clubs.
- Storytimes.
- Online trivia for adults and families.
- Socialization phone calls. 54,000 calls as of May 18, 2020.
- Online library card registration.

Reengineered library programs

- Craft & Chat.
- Reading with Rover.
- Humanities Washington programs.
- English Language Talk Times.
- Book-A-Librarian.

Current library program planning

- Worker retraining.
- Whidbey Reads.
- Online book talks.
- Re-engineering of summer reading program.

Future library program planning

- Contact-free services: Curbside pickup, books by mail, delivery.
- Collaboration with *Food Lifeline* to use library locations as food distribution sites.
- Holds lockers for library materials.
- Student internet access. 100 hotspots scheduled for deployment with an additional 400 orders placed.

HR updates

Executive Director Thompson informed the Board of two newly adopted temporary policies:

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

The two policies establish guidelines to meet the Families First Coronavirus Response Act (FFCRA) requirements and are set to expire at the end of 2020.

Other updates

Executive Director Thompson provided an update on the COVID-19 response work currently underway.

Executive Director Thompson attended and participated in the following COVID-19 related response calls and online meetings:

- *The Urban Libraries Council (ULC) Directors.*
- *The ULC Independent District Directors.*
- *Puget Sound Library Directors.*
- *OCLC Directors Work Group.*
- *West Coast Directors.*
- Staff meetings April – May 18, 2020:
 - Thirty five library staff meetings.
 - Three supervisors meetings.
 - Three all-staff meetings.
 - Seven drop-in meetings.

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 evolves.
- Staff email updates. 43 updates have been sent to staff since February 28, 2020.
- Staff participation in three *Puget Sound Libraries* groups to coordinate service and advocacy work across our region.
- In partnership with Snohomish Health District, COVID-19 tests were administered at the Monroe Library on May 6-8, 2020. Additional locations are being considered.
- In partnership with the City of Sultan, laptops have been loaned to city staff to support remote work.

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

Bylaws review/approval

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

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Sno-Isle Libraries bylaws as presented. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

New Business

Resolution 20-01

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve Resolution 20-01 affirming employee “paid administrative leave” during covid-19 emergency declaration. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

President, Trustee COmmittees, and Foundation Representative reports

President’s report

i) **Executive Director review process**

President Munguia led a discussion regarding the Executive Director review process for 2020. The Board agreed to proceed with a standard review for 2020.

ii) **Trustee Handbook review in June**

Executive Director Thompson informed the Board of proposed updates to the Trustee Handbook.

iii) **Trustee Appointment – 2021**

Executive Director Thompson informed the Board of upcoming new Trustee appointment work. Additional information will be provided at the June Board meeting.

iv) **Board of Trustees retreat – follow-up discussion**

The Board discussed board meeting presentations requested during the February 1, 2020 Board retreat. Some changes are being made in response to the COVID-19 pandemic.

Foundation Board Representative

Trustee Olson shared the Foundation Board’s appreciation for the article in *My Edmonds News* “Libraries will follow governor’s plan for reopening, Sno-Isle executive director says” and the response to a letter to the editor, also in *My Edmonds News*, by Trustee Kostick.

The Foundation is fundraising for the *Opportunity Fund* which will provide internet hotspots, Chromebooks, and books for underserved children. Goal is to raise \$250,000 and there is a \$10,000 matching grant in place.

Trustee Olson reported on the Foundation’s newly adopted strategic framework. The framework is the end result of the Foundation Board’s work with Altruist Partners.

Announcements and Comments

There were no announcements or comments.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:20 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, June 22, 2020 at 5:00 p.m. The scheduled location is Sno-Isle Libraries Service Center, 7312 35th Ave. Marysville, WA 98271. However, due to the COVID-19 pandemic, an update to the meeting location may occur. Notice of any changes will be provided.

DocuSigned by:

Martin Munquia

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President

DocuSigned by:

Kelli Smith

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Secretary