

Sno-Isle Libraries

Board of Trustees

Monday, June 22, 2020
Meeting Minutes
Zoom virtual meeting

Call to Order

President Martin Munguia called the meeting to order at 5:02 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, R.D. Burley, David Durante, Ken Harvey, Susan Hempstead, Alisha Hendren, Tricia Lee, Rebecca Loney, Leslie Moore, Chy Ross, Jack Schumacher, Jennifer Sullivan, Lois Langer Thompson, Gary Sitzman, and Nicole Wehl.

Introduction and Recognition of Guests

There were no guests.

Approval of Agenda

Trustee Anamosa 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 Ryan moved to approve the Consent Agenda as presented:

- a) Approval of the May 18, 2020 regular meeting minutes as amended.
- b) Approval of April 2020 Sno-Isle Payroll, Benefits, and Vouchers.

May 2020

Direct Deposits and Employee Deductions	\$2,202,244.44
Vendor Checks 69550 through 69558, plus Electronic Fund Transfers	\$713,289.32
Total Payroll and Benefits	\$2,915, 533.76
Accounts Payable Checks 69409 through 69558 less checks listed above, plus Electronic Transfers	\$945,966.22
Total Payroll, Benefits and Accounts Payable	\$3,861, 499.98

Trustee Smith 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

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.

Congressman Rick Larsen joined staff at the Mukilteo Library to learn more about and to assist with providing curbside pick-up for library customers.

Community events and board meetings

State capital grants applications

District Manager Chy Ross provided information on Washington State's *Library Capital Improvement Program*. The program allows libraries to apply for grants for library capital improvements. Sno-Isle Libraries has submitted applications for the Darrington, Lake Stevens, Langley, Lynnwood, and Mariner Libraries at a total of just over \$5 million.

City of Lake Stevens RFP

Chy Ross also reported on the current status of the request for proposal (RFP) process with the City of Lake Stevens. The City issued an RFP regarding a civic center complex on the Chapel Hill properties owned by the city and Sno-Isle Libraries that would include city facilities. A review of the submitted proposals is currently underway.

Planning and offering services in a pandemic

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

Sno-Isle @ work for you

- Reengineering the Summer Reading program.
- Worker retraining cohort – Remote IT Help Desk certification.
 - Created to support community members who have lost their jobs due to COVID-19.
 - Twenty community members have been selected.
 - The library will fund two CompTIA A+ tests for each cohort member.
 - Project featured in ULC newsletter.

Curbside and returns update

- Curbside pick-up and drop-off returns available.
 - Materials quarantined for 72 hours.
 - Social distancing between staff and community members is being maintained.
- Alternative services are being considered:
 - Materials delivery.
 - Books by mail.
 - Remote holds pick up.

Summer Program Launch

Service Coordinator - Student Success Jennifer Sullivan presented the following information regarding the 2020 Summer Reading program:

- Summer Reading kicked off on June 15 and continues through August 31.
- The theme this year is "Dig Deeper: Read, Investigate, Discover".
- Participants receive a free book after reading 10 hours.
- For every additional 10 hours, participants may enter a drawing for a Popsicle party or for a \$50 gift card.

The program prizes were funded by the Sno-Isle Libraries Foundation and the Sno-Isle Libraries Friends of the Library groups.

Jennifer noted that, after building closures in March, teams were quickly created to design ways for kids and teens to learn and discover throughout the summer.

The Summer Kick-Off Team has the following projects currently underway:

- Three Science Tellers Zoom meetings, open to 100 participants.
- A summer long community scavenger hunt.

The Summer Reading Live Team is currently working on the following projects:

- Moving local external presenters' programming online.

The Summer Shorts Team is currently working on the following projects:

- Weekly short video snippets that cover topics around art, science, math, technology, history, and culture.
- Digital escape rooms.

TEDxSnoIsleLibraries 2020

Communications Director Ken Harvey provided the Board with an update on programming for TEDxSnoIsleLibraries 2020.

This year's TEDxSnoIsleLibraries theme is Quantum Connections.

Due to the COVID-19 pandemic TEDxSnoIsleLibraries will be presented virtually. The event will start in July and extend through August.

Sixteen speakers have been selected. There will be one speaker per event, with one to two events per week. The talks will be available online following the event.

This year's TEDxSnoIsleLibraries is sponsored by:

- Sno-Isle Libraries Foundation.
- Coastal Community Bank.
- Community Transit.
- OverDrive.
- Washington Energy Services.

Financial update

Revenues

- Property tax revenues continue to be affected by the extended property tax payment deadline of June 1. 2020 budget projections are expected to stabilize at the end of June.
- Timber taxes are comparable to last year.
- Interest income is expected to fall short of budget expectations this year due to economic conditions.
- Other income was nearly all attributable to an Rx rebate check.

Expenditures

- Materials purchasing is approximately 6% less than budget due to the inability to physically receive materials from March to June. Physical material purchases have since resumed.
- Expenditures are below budget as the result of reduced operations and services.

Insurance

Sno-Isle received insurance quotes from four companies and will proceed binding with Philadelphia Insurance.

State Audit

Audit begins July 13 and includes the following:

- Financial statement audit for 2019.
- Accountability audit for two years 2018 and 2019.
- Monroe LCFA audit for two years 2018 and 2019.

Auditors expect to conclude their work by August 3.

President Munguia moved the Sno-Isle Libraries Board of Trustees waive the State Auditor entrance meeting. Trustee Anamosa seconded the motion. The Board unanimously approved.

2021 Budget – Strategic Direction

Budget work will begin ahead of the September proposal. Staff will consider economic uncertainties resulting from the COVID-19 pandemic.

Trustee Anamosa requested a special meeting dedicated to budget review by the Board.

President Munguia moved the Sno-Isle Libraries Board of Trustees hold a special meeting, at a date to be determined, to review the 2021 budget. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Unfinished Business

There was no unfinished business.

New Business

Board of Trustees policies

Trustee Anamosa presented the following policies as reviewed by the Strategic Planning and Finance Committee:

- i) Donation Policy.
- ii) Strategic Alliances Policy.
- iii) Volunteer Policy

Trustee Kostick requested clarification on the Donation Policy in regards to the Sno-isle Libraries Foundation and gifts of real estate.

The Board requested the Strategic Planning and Finance Committee and staff review the Donation Policy for presentation at the July 27, 2020 board meeting.

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

- i) Strategic Alliances Policy
- ii) Volunteer Policy

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

President, Trustee Committees, and Foundation Representative Reports

President's report

Appointment of Trustee Nomination Committee

President Munguia announced Trustee Smith and Trustee Tessandore have agreed to serve on the Nominating Committee. An additional committee member will be announced at the July 27, 2020 board meeting.

Foundation Board Representative

Trustee Olson reported on the newly developed communications plan for the Sno-Isle Libraries Foundation.

Trustee Olson noted that board development is currently a focus for the Foundation Board.

Trustee Olson communicated the Foundation Board's appreciation to both the Trustees and to library staff for their work during the COVID-19 pandemic.

Announcements and Comments

President Munguia expressed gratitude to the Board for their integrity, willingness to engage with library issues, policies, and initiatives.

President Munguia acknowledged the tumultuous nature of the first six months of 2020 including the recent events surrounding the death of George Floyd and the resurgence of the Black Lives Matter movement.

President Munguia expressed pride in being a member of the Sno-Isle Libraries Board of Trustees, and recognized Sno-Isle Libraries as an organization whose policies are moving to ensure racial equity and justice within the organization and support those values within our community.

Trustee Ryan thanked Executive Director Thompson for an email sent to the community regarding the recent event in Minnesota regarding the death of George Floyd.

As a member of law enforcement, Trustee Ryan noted being able to take part in a storytime at the Monroe Library, and recognized a recent storytime with the Lake Stevens chief of police at the Lake Stevens Library,

Trustee Ryan commented on the difficulty and challenge currently facing the nation, but noted that as an individual, being able to feel the community's support was reassuring.

Trustee Ryan thanked the Board for their support and for recognizing the importance of that partnership.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:59 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, July 27, 2020 at 5:00 p.m. The scheduled location is the Lynnwood Library, 19200 44th Ave W, Lynnwood, WA 98036. 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