

# Sno-Isle Libraries

## Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)  
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Monday, July 27, 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:** Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

### Staff Present:

Barbara Adams, Lia Escudero Belcher, Walter Buckman, R.D. Burley, David Durante, Jordan Fast, Jack Schumacher, Jessica Russell, Jill Wubbenhorst, Kelly Gunderson, Lindsay Hanson, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Tricia Lee, Zach Lewis, Rebecca Loney, Mary McLaughlin Sta. Maria, Gary Sitzman, Lois Langer Thompson, 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 amended to include item 8b) Financial update. Trustee Smith seconded the motion. The Board unanimously approved the motion.

### Consent Agenda Items

Trustee Olson moved to approve the Consent Agenda as amended to include item 4b) Approval of July 20, 2020 special meeting minutes.

- a) Approval of June 22, 2020 regular meeting minutes;
- b) Approval of July 20, 2020 special meeting minutes;
- c) Approval of June 2020 Sno-Isle Payroll, Benefits, and Vouchers.

#### June 2020

Direct Deposits and Employee Deductions	\$2,307,513.36
Vendor Checks 69731 through 69738 and 69740 through 69742, plus Electronic Fund Transfers	\$707,152.32
<b>Total Payroll and Benefits</b>	<b>\$3,014,665.68</b>
Accounts Payable Checks 69559 through 69743 less checks listed above, plus Electronic Transfers	\$795,876.91
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$3,810,542.59</b>

Trustee Tessandore 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.

## President, Trustee Committees, and Foundation Representative Reports

### President's report

President Munguia acknowledged the retirement of Human Resources Director Jack Schumacher, and expressed gratitude for Jack's steadfast leadership.

Trustees Anamosa, Kostick, Olson, Ryan, and Tessandore seconded President Munguia's sentiment, and expressed appreciation for Jack's work on the 2018 Executive Director recruitment process.

Jack Schumacher thanked the Board for their comments and expressed gratitude for the opportunity to work with the Board as part of the Sno-Isle Libraries team.

### Foundation Board Representative

Trustee Olson reported on the Foundation Board's work regarding board recruitment. The work includes increasing the number of board members and a focus on equity, diversity, and inclusion.

## Executive Director's Report

### Community events and board meetings

Executive Director Thompson congratulated Volunteer & Community Engagement Coordinator Christine Stansfield, who was nominated for the 2020 Emerging Leaders Award.

### Library updates and collaborations

#### Washington State Library CARES Act Funding

Executive Director Thompson reported on the following information regarding grant funding through the Washington State Library CARES Act:

- A \$3,000 grant has been awarded to Sno-Isle Libraries to support personal protective equipment (PPE) and personal safety.
- A \$20,000 grant for Internet connectivity and 250 mobile Wi-Fi hotspots has been awarded to Sno-Isle Libraries.
- Sno-Isle Libraries has applied for a \$3,000 grant focused on innovation.

#### Employee Recognition Event

Executive Director Thompson updated the Board on the Annual Employee Recognition event. The event was held on July 21 via Zoom webinar.

President Munguia congratulated Trustee award winner, Angela Davis. Angela is a Library Associate at the Camano Island Library. The annual Trustee Award recognizes an individual who, through excellence and creativity, has been responsible for a significant accomplishment that affects the Library as a whole.

#### Board of Trustees vacancy

Executive Director Thompson provided an update regarding the Sno-Isle Libraries Board of Trustees Vacancy timeline.

### COVID-19 update

Executive Director Thompson informed the Board of the following COVID-19 updates:

- Due to recent lab test results from Battelle Labs, library materials are now quarantined for an additional day, bringing the total number of quarantined days to four.
- The library system continues to focus on providing quality contact-free and online services to customers.
- Continued library engagement with local communities ensures that library provided services meet community needs.
- Next-step planning for library services includes: loaning electronic devices, creating a browsing experience comparable to in-person browsing, and engagement with community.

### **Human Resources update**

Executive Director Thompson informed the board of the following HR updates:

- Sno-Isle Libraries' Race, Inclusion, Social Justice, and Equity (RISE) Campaign launched in July. The campaign's mission is to engage all staff and support the vision and values of Sno-Isle Libraries.
- A LGBTQIA affinity group launched in June. This is the third Sno-Isle Libraries affinity group along with Staff of Color and EDI Allies.

### **Other updates**

Executive Director Thompson informed the Board of the upcoming budget schedule. The first public hearing of the proposed 2021 budget will held during the October 26 board meeting.

### **Library Services update**

Director of Technical Services Rebecca Loney provided an update to the Board regarding library services. Ms. Loney identified categories of digital resources: eBooks, audiobooks, digital movies, magazines, and databases.

### Collection-related services update:

- Expansion of the number of simultaneous use titles for customers to provide more access.
- Redistributing library funds from printed materials to support access to more digital materials.

### Equipment-related services

- Developing procedures for checking out laptops for use in library parking lots or at home.
- Providing additional Wi-Fi hotspots for customers.
- Developing procedures to allow contact-free printing for customers.

### **Financial update**

Administrative Services Director Gary Sitzman provided the following financial update to the Board:

#### Revenues

Property tax revenue increased in the month of June, and is now on track with budget expectations. The increase in property tax revenue is the result of the extended June 1, 2020 deadline for individual property taxpayers. The deadline was extended in March due to the COVID-19 pandemic.

### Expenditures

Expenditures are currently under budget as a result of reduced operational costs during the pandemic.

### Audit

The audit began on July 13 and included both a Sno-Isle audit as well as a Monroe Library Capital Facilities Area (LFCA) audit. The audit is progressing as expected and is scheduled for completion on August 3, 2020.

## **Unfinished Business**

### **Board of Trustees policies**

#### Donation Policy

Trustee Anamosa presented an updated draft of the Donation Policy. The updated draft provided clarification regarding real estate donations as requested by the Board at the June 22, 2020 board meeting.

Trustee Kostick requested an additional change regarding the Board's acknowledgement of significant donations received by Sno-Isle Libraries.

Executive Director Thompson offered the following clarifying phrasing: "Significant donations will be reported to the Board of Trustees who will thank the donor."

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the amended Donation Policy as presented. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

## **New Business**

### **Board of Trustees policies**

#### Equity Policy

Under the implementation heading of the Equity Policy, Trustee Tessandore recommended removal of the sixth bullet point, which states that the Library, "Authentically welcomes, includes, and values individuals and communities."

Tessandore noted the intent of the bullet point being recommended for removal was addressed throughout the policy. There were no objections to the recommendation.

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the policy as amended. Trustee Smith seconded the motion. The Board unanimously approved the motion.

#### Library Card & Lending Policy

President Munguia and Trustee Kostick requested the removal of bullet point three and four, which state that:

- We strive to make limited resources available to all.
- We support the use of library materials.

President Munguia and Trustee Kostick noted the bulleted points were fundamental principles of the Library and were unnecessary to include in the policy. There were no objections to the recommendation.

President Munguia moved the Sno-Isle Libraries Board of Trustees approve the policy as amended. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

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

- Library Administrative Policies Policy
- Collection Development Policy
- Confidentiality of Library Records & Customer Files

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

#### Vulnerable Child Policy

Executive Director Thompson recommended the removal of the Vulnerable Child Policy. Executive Director Thompson noted the policy is addressed in the Customer Use of Library Space Policy.

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees eliminate the Vulnerable Child Policy. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

#### **Board letters to Representative John Lovick and Senator Marko Liias**

President Munguia highlighted letters sent to Representative John Lovick and Senator Marko Liias.

The Board of Trustees recognized both Representative John Lovick and Senator Marko Liias, and expressed gratitude for their work both on behalf of and in partnership with Sno-Isle Libraries.

#### **Announcements and Comments**

President Munguia thanked Sno-Isle Libraries for the opportunity to attend Leadership Snohomish County's Step Up 2020: Moving Racial Equity Forward Conference. President Munguia noted the number of Sno-Isle Libraries staff in attendance.

Trustee Smith recognized staff for the policy work completed in 2019 and 2020.

Trustee Ryan praised Jennifer Sullivan and the Summer Reading teams for their work in engaging kids and teens during the COVID-19 pandemic.

#### **Executive Session**

There was no executive session.

#### **Adjournment**

President Munguia adjourned the meeting at 6:55 p.m.

#### **Next Meeting**

The next regular Board meeting will be held on Monday, September 21, 2020 at 5:00 p.m. The scheduled location is the Sno-Isle Libraries Service Center, 7312 35th Ave. NE, 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 on the Sno-Isle Libraries website.

*Martin Munguia*

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President

*Kelli Smith*

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Secretary