

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, September 21, 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, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present: Barbara Adams, Lia Escudero Belcher, R.D. Burley, Michelle Callihan, David Durante, Casey Gabehart, Lindsay Hanson, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Meredith Kraft, Tricia Lee, Rebecca Loney, Gary Sitzman, Phil Spirito, Lois Langer Thompson, and Nicole Wehl.

Introduction and Recognition of Guests

Assistant State Auditor Michel Melseaux and Audit Manager Kristina Baylor.

Approval of Agenda

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. Trustee Tessandore 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 July 27, 2020 regular meeting minutes;
- b) Approval of July 2020 Sno-Isle Payroll, Benefits, and Vouchers;
- c) Approval of August 2020 Sno-Isle Payroll, Benefits, and Vouchers.

July 2020

Direct Deposits and Employee Deductions	\$2,182,299.53
Vendor Checks 69874, 69951, 69956 and 69960 through 69962, plus Electronic Fund Transfers	\$642,337.75
Total Payroll and Benefits	\$2,824,637.28
Accounts Payable Checks 69744 through 69962 less checks listed above, plus Electronic Transfers	\$1,198,083.50
Total Payroll, Benefits and Accounts Payable	\$4,022,720.78

August 2020

Direct Deposits and Employee Deductions	\$2,210,936.60
Vendor Checks 70200, 70208, plus Electronic Fund Transfers	\$695,903.40
Total Payroll and Benefits	\$2,906,840.00
Accounts Payable Checks 69963 through 70208 less checks listed above, plus Electronic Transfers	\$1,149,233.40
Total Payroll, Benefits and Accounts Payable	\$4,056,073.40

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.

Washington State Auditor

Exit Conference

Audit Manager Kristina Baylor and Assistant State Auditor Michel Melseaux shared the results of Sno-Isle Libraries' annual audit.

The two audits performed were:

- **Accountability audit** for January 1, 2018 through December 31, 2019 and;
- **Financial statement** audit for January 1, 2019 through December 31, 2019.

The auditors found that in these areas the "district operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources."

Executive Director's Report

Website Update

Granite Falls Library Manager Michelle Callihan presented the Board with a preview of the new Sno-Isle Libraries website. The new design aligns the website with one of Sno-Isle Libraries' strategic goals to "create inspiring spaces so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use."

Michelle thanked the BiblioWeb Implementation Team for their work on the website update. The Team included: Marketing Specialist Justine Easley, IT Enterprise Systems Manager Casey Gabehart, and Electronic Resources Librarian Michael Hawkins.

Declaration of Emergency

Executive Director Thompson directed the Board to the declaration of emergency memo in the September board packet.

There were two emergency declarations to report:

1. Mukilteo Library Broken Glass Pane

On September 11, 2020 the Mukilteo Library reported a broken pane of glass in the Teen area of the library. Due to public safety concerns and potential for further damage, David Durante declared the situation an emergency. The broken glass was cleaned up, the window was boarded shut, and repairs have been scheduled.

2. Mariner Library Broken Glass Pane

On September 12, 2020 the Mariner Library reported a broken pane of glass in the library storefront. Due to public safety concerns and potential for further damage, David Durante declared the situation an emergency. The broken glass was cleaned up, the window was boarded shut, and repairs have been scheduled.

The following purchase orders were approved during the declared emergencies but not competitively bid:

- | | | | |
|----|----------|------------------|-----------|
| a. | EN-16968 | Bud Barton Glass | \$3480.75 |
| b. | EN-16969 | Bud Barton Glass | \$2044.61 |

Human Resources update

Executive Director Thompson announced Communications Director Ken Harvey's retirement on October 30, 2020.

Library updates and collaborations

Executive Director Thompson reported on the following Library updates:

National Medal for Museum and Library Service

Congresswoman Pramila Jayapal has nominated Sno-Isle Libraries for the 2021 National Medal for Museum and Library Service.

The National Medal for Museum and Library Service is the nation's highest honor for institutions that make significant and exceptional contributions to their communities. Since 1994, IMLS has presented the award to institutions that demonstrate extraordinary and innovative approaches to community service.

Winners will be announced in the spring of 2021.

Facebook livestream roundtable

On October 6, Executive Director Thompson will join Congressman Rick Larson and representatives from both the Library of Congress and the Smithsonian Institution in a Facebook livestream roundtable. The event is an opportunity for constituents to learn about the distance learning resources available to them as they navigate the remote school year.

Issues That Matter

Executive Director Thompson informed the Board that Sno-Isle Libraries' Issues that Matter forums will resume this fall and will focus on mental health. Issues That Matter forums were created to encourage community conversations on high-profile topics.

TEDxSno-IsleLibraries

Executive Director Thompson thanked all of the staff involved in successfully moving TEDxSno-IsleLibraries to a digital platform. The Trustees will receive a full update at the October Board meeting.

A reunion event will be held for both past and present TEDxSno-IsleLibraries participants on October 27, 2020.

Continuity of Operations Plan

Director of Technical Services Rebecca Loney and Administrative Director Gary Sitzman are working on a request for proposals for a Continuity of Operations.

Lake Stevens Library

Trustee Ryan updated the Board on recent developments with the Lake Stevens Library. The city of Lake Stevens has expressed interest in having the Lake Stevens Library move from the existing location in May of 2021. Sno-Isle Libraries and the City of Lake Stevens are discussing relocation options.

Executive Director Thompson thanked Assistant Director of Facilities R.D. Burley, Lake Stevens Library Manager Lindsay Hanson, Assistant Director of Strategic Relations Susan Hempstead, District Manager Chy Ross, and Administrative Director Gary Sitzman for their work on the relocation of the current Lake Stevens Library and proposed future location.

Unfinished Business

Board of Trustees policies

Trustee Anamosa introduced both the updated Donation Policy and the Site Selection Policy.

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

- i) Donation Policy
- ii) Site Selection Policy

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

New Business

There was no new business.

President, Trustee Committees, and Foundation Representative Reports

President's report

President Munguia reported on the September Executive Committee meeting. The meeting discussion focused on key strategies for Sno-Isle Libraries moving forward.

The strategies are guided by Sno-Isle Libraries' organizational goals:

- Make near-term decisions that position the Library to respond to emerging trends and build financial stability in the long-term.
- Connect with the community to understand and support their priorities.
- Adapt current and adopt new services that respond to emerging trends, reach additional customers, and are easy to access.
- Invest in future focused library services and infrastructure.

Trustee Selection Committee

Trustee Smith announced that there were six applicants for the trustee vacancy that will be left by Trustee Anamosa at the end of 2020. Interviews for the position are scheduled to conclude in October.

Strategic Planning and Finance Committee – Preliminary 2021 Budget

Assistant Director of Administrative Services Alisha Hendren, Administrative Director Sitzman, and Accounting Manager Nicole Wehl provided the Board with a summary of the preliminary 2021 operating budget.

The first of two required public hearings on the 2021 proposed budget will take place during the October 26 board meeting.

Foundation Board Representative

Trustee Olson informed the Board of recent changes to the Foundation Board.

The new Foundation Board of Directors are:

- ❖ **Luke Distelhorst**, President
- ❖ **Jackie DeFazio**, Vice President
- ❖ **Kim Drury**, Secretary
- ❖ **Randy Yates**, Treasurer

Recruitment of new members continues to be a focus of the Foundation Board.

Announcements and Comments

President Munguia announced that Sno-Isle Libraries would not present a Civility Month resolution this year.

President Munguia noted that while Sno-Isle Libraries continues to honor and encourage civil discourse, the Library also acknowledges the decision of those who have decided to exercise their right to engage in alternative forms of discourse.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:50 p.m.

Next Meeting

The next regular board meeting will be held on Monday, October 26, 2020 at 5:00 p.m. via Zoom. Zoom meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

Martin Munguia

President

Kelli Smith

Secretary