

# Sno-Isle Libraries

## Board of Trustees

Monday, October 26, 2020  
Meeting Minutes  
Zoom virtual meeting

### Call to Order

President Martin Munguia called the meeting to order at 5:00 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, R.D. Burley, Kaley Costello, David Durante, Nick Fuchs, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Tricia Lee, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

### Introduction and Recognition of Guests

Jennifer DePrey

### Approval of Agenda

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

### Consent Agenda Items

Trustee Kostick moved to approve the Consent Agenda as presented.

- a) Approval of September 21, 2020 regular meeting minutes;
- b) Approval of September 2020 Sno-Isle Payroll, Benefits, and Vouchers.

#### September 2020

Direct Deposits and Employee Deductions	\$2,219,736.23
Vendor Checks 70320, 70412, 70414 and 70467 through 70477, plus Electronic Fund Transfers	\$708,713.74
<b>Total Payroll and Benefits</b>	<b>\$2,928,449.97</b>
Accounts Payable Checks 70209 through 70477 less checks listed above, plus Electronic Transfers	\$1,023,826.24
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$3,952,276.21</b>

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

### Public Comment

The Board welcomed Whidbey Island resident Jennifer DePrey. Jennifer was one of three candidates interviewed for the upcoming trustee vacancy and recommended for appointment.

### Communications to the Board

President Munguia informed the Board of a recent customer email in which the customer shared their concerns regarding the Library's collection and programming. The Board directed staff to respond to the customer and provide an update to the Board.

### Executive Director's Report

#### TEDxSnoIsleLibraries Report

Communications Director Ken Harvey presented the Board with a summary of the TEDxSnoIsleLibraries

#### Board of Trustees

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

#### Executive Director

Lois Langer Thompson

2020 event outcomes. Due to the COVID-19 pandemic, the event was shifted from a single day event to an online platform held between July and September 2020.

The Board thanked the TEDxSnoIsleLibraries 2020 Organizer Team for their ingenuity in shifting the event to an online platform.

### **Declaration of Emergency**

Executive Director Thompson reported on the declaration of emergency memo in the October board packet.

There was one emergency declaration to report:

1. **Mariner Library Broken Glass Pane**

On October 1, 2020 the Mariner Library reported a broken pane of glass on the library storefront. Due to public safety concerns and potential for further damage, Director of Public Services 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: EN-17122 Bud Barton Glass \$949.44

### **Other Updates**

Executive Director Thompson highlighted the following information from the Executive Director's report:

#### Community Events / Board Meetings

- Three staff members graduated from Leadership Snohomish County's Racial Equity Cohort.
- Three Leadership Team members recently visited all 23 libraries.

#### National / Local Presentations

Executive Director Thompson took part in the following presentations:

- Congressman Larsen, Sno-Isle Libraries, the Library of Congress, and the Smithsonian Institution's: *Back to School* Livestream.
- Bibliocommons: *Transforming and Owning the Online Customer Experience in a Pandemic*.
- Leadership Snohomish County: *Lunch with Leaders*.

#### HR Report

Executive Director Thompson reminded the Board of Communications Director Harvey's retirement on October 30, 2020.

In support of increased use of library services, Human Resources Department has returned to the standard hiring strategy with a focus on staff for community libraries.

#### Lake Stevens Library Update

District Manager Chy Ross provided the Board with an update on the Lake Stevens Civic Center Campus.

Sno-Isle Libraries is currently working in partnership with the City of Lake Stevens and the Lake Stevens Sewer District, in an exploratory process to examine the possibility of developing a Civic Center Campus. The campus would include a City Hall, Sewer District Offices, and a new Lake Stevens Library.

#### Washington State's Library Capital Improvement Program

District Manager Ross provided the Board with an update on the Washington State's *Library Capital Improvement Program*.

In June, Sno-Isle Libraries submitted five grant applications to the Program. Two libraries were recommended for inclusion in the 2021-2023 biennial budget request. The Langley Library project was recommended for \$700,000 in state funding, and the Darrington Library project was recommended for \$250,000 in state funding.

Project funding is not approved until authorized by the legislature.

## Unfinished Business

### Public Hearing on the 2021 Proposed Budget.

At 5:50 p.m., President Munguia opened the public hearing on the Sno-Isle Libraries 2021 Proposed Budget, as required by state law.

There being no public comment, President Munguia closed the hearing at 5:51 p.m.

### 2021 Proposed Budget

Assistant Director of Administrative Services Alisha Hendren, Administrative Services Director Gary Sitzman, and Accounting Manager Nicole Wehl presented the Board with the updated proposed 2021 operating budget.

The second of two required public hearings on the 2021 proposed budget will take place at the November 30, 2020 Board Meeting.

## New Business

### Resolution 20-02

Administrative Services Director Sitzman presented a draft of Resolution 20-02: A resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing property tax levy limit factor.

President Munguia requested clarifying phrasing to the following sentence: *“there is a substantial need for the regular property tax limit factor to increase above the rate of inflation.”*

Staff will present an updated draft at the November Board Meeting. The Board is scheduled to take action on Resolution 20-02 at the November Board meeting.

### Decommissioning of Vehicles

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees declare the following vehicles as surplus and authorize the disposal of these vehicles in a commercially reasonable and economically responsible manner:

- 1) 2000 Chevrolet Express Van - VIN # 1GCHG35R8Y1267156
- 2) 2000 Chevrolet Express Van - VIN # 1GCHG35R8Y1125342

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

### Proposed 2021 Board Meeting Schedule

President Munguia presented the proposed 2021 Board meeting schedule.

In response to the Governor’s declarations and proclamations regarding the ongoing COVID-19 pandemic, President Munguia noted the Executive Committee’s decision to hold 2021’s Board meetings virtually for the entirety 2021. Each Board meeting will be virtually hosted by a community library and will include updates on the library and community.

Sno-Isle Libraries continues to monitor the Governor’s direction. The decision to hold virtual meetings is subject to change.

The Board is scheduled to take action on the proposed schedule at the November Board meeting.

**Board Nominating Committee Appointment**

President Munguia appointed Trustees Ryan and Tessandore to serve on the Board Nominating Committee. Trustee Ryan will serve as chair of the Committee.

The Board Nominating Committee will present their nominations for the 2021 slate of officers at the November Board meeting.

**President, Trustee Committees, and Foundation Representative Reports****President's Report**

President Munguia presented the proposed 2021 Board meeting schedule. The Board is scheduled to take action on the proposed 2021 Board meeting schedule at the November Board meeting.

**Trustee Selection Committee**

Trustee Smith provided an update on the new trustee recruitment process. Interviews were held in October, and the Committee selected Jennifer DePrey to fill the vacancy, which will be left by Trustee Anamosa's departure.

The Committee has sent their formal recommendation to the Island County Board of Commissioners. If approved by the Board of Commissioners, a concurrence request will be sent to the Snohomish County Council.

**Foundation Board Representative**

Trustee Olson reported that the Foundation Board welcomed a new member to the Foundation Board.

Board development continues to be a priority of the Foundation Board with an emphasis on community members from Snohomish County.

Trustee Olson noted this year's Trudy Sundberg lecture, *An Afternoon with Dr. Robert Williams*, was a success. The sold out event was held virtually and attended by over 1,000 attendees.

**Announcements and Comments**

President Munguia acknowledged the retirement of Communications Director Harvey. The Board thanked Ken for his contributions to the organization and to the communities that Sno-Isle Libraries serves.

**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, November 30, 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*  
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President

*Kelli Smith*  
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Secretary