

# Sno-Isle Libraries

## Board of Trustees

Monday, January 25, 2021  
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:** Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

**Staff Present:** Barb Adams, Lia Escudero Belcher, R.D. Burley, Kaley Costello, David Durante, Nick Fuchs, Sonia Gustafson, Lindsay Hanson, Alisha Hendren, Jim Hills, Rebecca Loney, Pam Pedersen, Judy Sasges, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, Alicia Wilkinson, and Shanda Zimmerman.

### Introduction and Recognition of Guests

There were no guests in attendance.

### Approval of Agenda

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

### Consent Agenda Items

Trustee Kostick moved to approve the Consent Agenda as amended.

- a) Approval of November 30, 2020 regular meeting minutes;
- b) Approval of January 7, 2021 special meeting minutes as amended;
- c) Approval of November 2020 Sno-Isle Payroll, Benefits, and Vouchers;
- d) Approval of the December 2020 Sno-Isle Payroll, Benefits, and Vouchers.

#### November 2020

Direct Deposits and Employee Deductions	\$2,234,363.08
Vendor Checks 70776, 70911, 70919 and 70971 through 70980, plus Electronic Fund Transfers	\$698,903.93
<b>Total Payroll and Benefits</b>	<b>\$2,933,267.01</b>
Accounts Payable Checks 70759 through 70980 less checks listed above, plus Electronic Transfers	\$921,618.99
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$3,854,886.00</b>

#### December 2020

Direct Deposits and Employee Deductions	\$2,188,496.39
Vendor Checks 71091, 71179 and 71274 through 71284, plus Electronic Fund Transfers	\$697,517.11
<b>Total Payroll and Benefits</b>	<b>\$2,886,013.50</b>
Accounts Payable Checks 70981 through 71363 less checks listed above, plus Electronic Transfers	\$3,124,127.57
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$6,010,141.07</b>

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

#### Board of Trustees

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

#### Executive Director

Lois Langer Thompson

## Public Comment

There were no public comments to the Board.

## Communications to the Board

There were no communications to the Board.

## Executive Director's Report

### Executive Director's report

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

#### Professional development

Attended the following:

- Closing the Divides: A Plan for Digital Equity and Inclusion hosted by the Aspen Institute.
- Sno-Isle Libraries EDI & Anti-Racism training.
- American Library Association (ALA) Midwinter Conference.

#### Capital updates

Director of Administrative Services Gary Sitzman provided an update on the progress of both the Arlington and Lake Stevens Libraries' building projects.

#### Human Resources update

Director of Administrative Services Gary Sitzman will retire on April 30, 2021.

### Strategic Goals update

Executive Director Thompson provided an overview of the 2021 strategic goals.

Enhance library services: Collection Strategy, contact-free/in-building services, customer connection, data strategy, holds lockers, local library boards, and tribal connections.

Create inspiring spaces: Capital framework and digital experience.

Optimize library funding: Supplemental funding, annexations, Friends and Foundation, and 2022 budget.

Invest in our people and organization: Continuity of operations (COOP). EDI training for all staff, external communication plan, information governance, internal communication plan, intranet and staff tools, performance management, and policy plan.

### Library on Wheels overview

Library on Wheels Manager Sonia Gustafson presented information on the services provided by Library on Wheels in response to the COVID-19 pandemic.

### Financial update

Director of Administrative Services Sitzman provided updates on the 2020 financial results:

#### Revenues and expenditures

- The Library received 100% of its annual revenue totaling \$61.7 million for 2020.
- Expenditures for 2020 were approximately 10% lower than anticipated.
- At year end, an additional \$6,500,000 was transferred out of the General Fund and into the Reserve Fund.

**Declaration of Emergency**

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

There were two emergency declarations to report:

1. On January 13, 2021 the Clinton Library was damaged in a wind storm when a large tree fell onto the roof. Due to public safety concerns and potential for further damage, Gary Sitzman declared the situation an emergency. The tree was removed and the roof temporarily repaired on January 13<sup>th</sup> by Sno-Isle Libraries contracted landscaping company Timeless Designs, Inc.
2. On January 14, 2021 the Clinton Library's damaged roof was repaired by Jimmy's Roofing.

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

- |            |                        |           |
|------------|------------------------|-----------|
| • EN-17789 | Timeless Designs, Inc. | \$1635.00 |
| • EN-17790 | Jimmy's Roofing        | \$4348.00 |

**Unfinished Business****Nominating Committee**

On behalf of the Nominating Committee, Trustee Ryan presented the following slate of officers for 2021:

- President - Susan Kostick.
- Vice President - Kelli Smith.
- Secretary - Rose Olson.

As required by the Sno-Isle Libraries Board of Trustees bylaws, Trustee Ryan called for any additional nominations from the floor for the positions of:

- Board President.
- Board Vice President.
- Board Secretary.

There were no additional nominations.

With no additional nominations from the floor, Trustee Ryan moved the Secretary cast a unanimous ballot for the 2021 slate of officers as presented by the Nominating Committee, and that the slate be declared elected by acclamation. The slate was declared elected by acclamation.

Trustee Ryan and Executive Director Thompson expressed gratitude for Trustee Munguia's work as board president.

**New Business**

There was no new business.

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

President Kostick reported on the orientation session with Trustee DePrey.

Board Committees

President Kostick informed the Board of a change to the committee structure which merges the existing four committees to three.

President Kostick presented the following Trustee Committee and Foundation Representative assignments for 2021:

- Executive Committee
  - President - Susan Kostick.
  - Vice President - Kelli Smith.
  - Secretary - Rose Olson.
- Board Development/Administration Committee
  - Trustee Ryan (Chair).
  - Trustee Munguia.
  - President Kostick (Ex officio).
  - Executive Director Thompson (Ex officio).
- Strategic Planning and Finance Committee
  - Trustee Tessandore (Chair).
  - Trustee DePrey.
  - President Kostick (Ex officio).
  - Executive Director Thompson (Ex officio).

#### **Board Development/Administration Committee**

Trustee Smith reported on the Board Development/Administration Committee's work on the February 6, 2021 board retreat.

#### **Foundation Board Representative**

Trustee Olson reported on the following Foundation Board activity:

- A bequest of approximately \$217,000 was gifted to the Foundation.
- The Foundation Board is set to vote on the 2021 Foundation budget at their February board meeting.

#### **Announcements and Comments**

President Kostick, Trustee Munguia, and Trustee Olson provided highlights of their attendance at the ALA Midwinter Conference.

Trustee Ryan reported on the stakeholder interview for the Lake Stevens Library project.

#### **Executive Session**

There was no executive session.

#### **Adjournment**

President Kostick moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:27 p.m. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

#### **Next Meeting**

There will be a special Board meeting held on February 6, 2021 at 9:00 a.m. The next regular Board meeting will be held on Monday, February 22, 2021 at 5:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

*Susan Kostick*

President

*Rose Olson*

Secretary