

Sno-Isle Libraries

Board of Trustees

Monday, February 22, 2021
Meeting Minutes
Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:00 p.m.

Roll Call

Members Present: Jennifer DePrey, 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, Sonia Gustafson, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Monica Jackson, Tricia Lee, Rebecca Loney, Chy Ross, Judy Sasges, Stacy Siler, Gary Sitzman, Lois Langer Thompson, Darlene Weber, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

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

Consent Agenda Items

Trustee Smith moved to approve the Consent Agenda as amended.

- a) Approval of January 25, 2021 regular meeting minutes;
- b) Approval of February 6, 2021 special meeting minutes;
- c) Approval of January 2021 Sno-Isle Payroll, Benefits, and Vouchers.

January 2021

| | |
|--|-----------------------|
| Direct Deposits and Employee Deductions | \$2,222,355.23 |
| Vendor Checks 71409, 71508 through 71517. Plus Electronic Fund Transfers | \$716,007.33 |
| Total Payroll and Benefits | \$2,938,362.56 |
| Accounts Payable Checks 71364 through 71517 less checks listed above, plus Electronic Transfers | \$565,550.51 |
| Total Payroll, Benefits and Accounts Payable | \$3,503,913.07 |

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

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:

- Led the Snohomish, Whatcom, Island, Skagit, and San Juan counties' (SWISS) Library Directors meeting to confirm support of the SWISS partnership.

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

- Approval of COVID-19 vaccination leave for Sno-Isle Library staff.
- Continued preparation for the reintroduction of in-building services.
- Return of limited in-library services at select libraries.
- Capital grant funding updates for the Darrington, Lake Stevens, Langley, and Mariner libraries.

Strategic Goals update

Director of Administrative Services Gary Sitzman provided an overview of the following:

Arlington Library

Sno-Isle Libraries and the City of Arlington are working towards an agreement to facilitate building improvements for the Arlington Library. The agreement may take the form of a building ownership transfer to Sno-Isle Libraries similar to the conveyance of the Marysville Library to Sno-Isle Libraries from the City of Marysville. The library building improvements prioritized for this year at Arlington include the installation of a heating, ventilation, and air conditioning (HVAC) system as well as the replacement of the Library's roof.

Lake Stevens Library

The Lake Stevens Library will move to a temporary location in the former Lake Stevens police station building.

Staff have provided a draft addendum to the annexation agreement between the City of Lake Stevens and Sno-Isle Libraries to the City for consideration.

Holds lockers project

Acting Director of Technical Services Nick Fuchs provided the following information on the Holds Locker project.

- Two proof of concept libraries have been chosen: Camano Island Library and Monroe Library.
- The project launch is projected for late spring 2021.
- Sno-Isle Libraries Foundation will be providing partial funding of the project.
- Data gathered from the proof of concept libraries will be used.

Information Governance project

Records Management Specialist Stacy Siler presented on the Information Governance project.

Sno-Isle Libraries is currently working with consulting firm BerryDunn to create an information governance framework for the library system.

Key components of an information governance framework have been identified as:

- Policies and procedures.
- Security and privacy.
- Rules and ownership.
- Records management guidance.
- Training.

The project will create a scalable framework for the information storage and accessibility.

Mill Creek Library overview

Mill Creek Library Manager Darlene Weber presented on the continued work of the Mill Creek Library to meet the needs of the diverse community the library serves.

Financial update

Director of Administrative Services Gary Sitzman provided an overview of the following:

- Monthly budget allocations for 2021.
- Surplus carryover of \$2.8 million from the 2020 operating funds budget.
- Staff-recommended allocations of undesignated reserve funds.
- Preliminary information on Resolution 20-01, which will be presented at the March 22, 2021 board meeting.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

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

President Kostick informed the Board of possible changes to the board meeting schedule and requested input on including land acknowledgements to the board meetings.

The Board provided feedback on the February 6, 2021 board retreat.

Foundation Board Representative

Trustee Olson reported that Executive Director Paul Pitkin resigned on February 9.

Announcements and Comments

Trustee DePrey praised the recent *Issues that Matter* programs for the range of perspectives across the region.

Trustee Ryan reminded the Board of the *Third Grade Reading Challenge* and expressed gratitude for the program.

Executive Session

There was no executive session.

Adjournment

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:38 p.m. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Next Meeting

The next regular Board meeting will be held on Monday, March 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