Sno-Isle Libraries

Board of Trustees

Regular Monthly Meeting

Monday, January 25, 2010

Meeting Minutes

CALL TO ORDER

President Stone called the meeting to order at 5:00 P.M. at the Marysville Service Center.

ROLL CALL

Board Members Present: Susan Cohn, Jacquelyn DeFazio, Sara Pendergast, Art Peterson, Joel Selling (5:04 P.M.), Alanna Stone, Rico Tessandore

Staff Present: Judy Carter, Jeanne Crisp, Arch Fonken, Mary Kelly, Karri Matau, Nancy Messenger, Pat Olafson, Penni Vogel, Jonalyn Woolf-Ivory

INTRODUCTION OF NEW TRUSTEE

President Stone introduced Susan Cohn, newly appointed Snohomish County Trustee, and welcomed her to the Board.

AGENDA APPROVAL

Ms. DeFazio moved to accept the agenda. Ms. Pendergast seconded the motion. The Board unanimously approved the agenda.

CONSENT AGENDA

Ms. Pendergast moved to approve the Consent Agenda including:

- Approval of Minutes of December 14, 2009 Meeting
- Approval of December 2009 Sno-Isle Payroll, Benefits and Vouchers

Payroll Checks 13140 through 13202, Manual Checks 623 and 624, plus Electronic Transfers	$1,267,923.45
Benefits Checks 35033 through 35047, plus Electronic Transfers	$426,792.83
Total Payroll and Benefits	$1,694,716.28
Accounts Payable Checks 34772 through 35161 less checks listed above, plus Electronic Transfers	$1,176,684.57
Total Payroll, Benefits and Accounts Payable	$2,871,400.85

- Approval of the December 1 through December 31, 2009 Coupeville LCFA Vouchers

  Island County Checks beginning 325472, ending 327022 $481,691.84

- Approval of the December 1 through December 31, 2009 Monroe LCFA Vouchers

  Snohomish County Checks 1545644 and 1545645 $ 2,118.50

- Approval of the December 1 through December 31, 2009 Snohomish LCFA Vouchers

  Snohomish County Check 623 $ 2,613.60

Mr. Tessandore seconded the motion. The Board unanimously approved the motion.

VISITORS

Bruce Schroeder

PUBLIC COMMENT

There was no public comment.

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

CONTINUING EDUCATION

Karri Matau, director of strategic initiatives, provided an update on the Library's Strategic Plan activities.

Nancy Messenger, collection development manager and chair of the Strategic Plan Collection Action Team, reviewed the work of the Collection Action Team and provided an overview of the Library's 2010 materials budget.

MANAGEMENT REPORTS

Library Director

The annual Staff Recognition Event is scheduled for March 18, 2010 at the Future of Flight, Mukilteo, Washington.

In preparation for the 2011 move to a new library automation vendor, staff issued a request for proposal to select a consultant to assist in the review and evaluation of Integrated Library System (ILS) vendors. In addition, staff are currently taking steps to prepare the Library's customer database for migration to a new ILS system.

The following items were included in the Board's day packet:

- An article from January – February 2010 issue of *American Libraries* regarding facility improvements,
- Corrected Statistics Reports for June through December 2009,
- Copies of concurrence letters from the Board of Island County Commissioners for the appointment of Susan Cohn and the re-appointment of Alanna Stone to the Board of Trustees, and
- Draft agenda for the February 27, 2010 Board of Trustees Retreat.

Community library staff are partnering with *Housing Hope* focusing on services for families with young children.

Ms. Woolf-Ivory and Ms. Kelly are continuing to review the 2009 levy lid lift election results for Camano Island, Lake Stevens, and Mill Creek. Follow up will be conducted with each of the communities to determine the next steps for library construction projects.

Ms. Woolf-Ivory completed her third series of staff meetings to provide information on the 2009 election, 2010 Library finances, and strategic planning.

On February 1, 2010, there will be a Special Legislative Day in Olympia to support funding for the Washington State Library. The State's current proposed budget for 2010 – 2011 includes significant cuts to the State Library's budget.

Ms. Woolf-Ivory, Ms. Vogel, and Leslie Moore will attend the March 5, 2010 *Foundation for Early Learning*'s annual luncheon.

UNFINISHED BUSINESS

Election of Officers

Mr. Selling, chair of the *Nominating Committee*, moved and seconded by committee action that the Secretary cast one vote for the slate of officers as presented by the *Nominating Committee*, and that the slate be declared elected by acclamation. The Board unanimously approved the motion.

The following 2010 officers were elected by acclamation:

President - Alanna Stone

Vice President - Jacquelyn DeFazio

Secretary - Art Peterson.

Board Administration / Development Committee Report

Mr. Peterson reporting for the *Board Administration / Development Committee* reviewed the proposed agenda for the February 27, 2010 Board retreat.

2010 Board Meeting Schedule – April 2010

Ms. DeFazio moved the Sno-Isle Libraries Board of Trustees change the date of the April Board of Trustees meeting to April 21, 2010 and instruct staff to update the April 2010 meeting information on the Library District Web site and all usual places of notification. Mr. Peterson seconded the motion. The Board unanimously approved the motion.

NEW BUSINESS

Board Committee Assignments

President Stone announced the following 2010 committee assignments:

- *Board Administration / Development Committee*:
  Jacquelyn DeFazio
  Susan Cohn
- *Strategic Planning / Finance Committee*:
  Joel Selling
  Rico Tessandore

- *System Services Committee*:
  Sara Pendergast
  Art Peterson.

PUBLIC COMMENT

There was no public comment.

BOARD COMMENTS

There were no Board comments.

The Board recessed for 5 minutes at 5:40 P.M. and reconvened at 5:45 P.M.

EXECUTIVE SESSION

The Board went into Executive Session at 6:07 P.M. for approximately thirty minutes for the purpose of discussing potential litigation.

Ms. Woolf-Ivory, Ms. Olafson, Ms. Kelly, and Library District Attorney Bruce Schroeder attended the Executive Session.

The Executive Session ended at 6:31 P.M., and the regular meeting reconvened at 6:32 P.M.

The Board went into Executive Session at 6:34 P.M. for approximately thirty minutes for the purpose of discussing the Library Director's evaluation.

Ms. Woolf-Ivory attended the Executive Session.

The Executive Session ended at 7:01 P.M., and the regular meeting reconvened at 7:02 P.M.

ADJOURNMENT

The meeting adjourned at 7:03 P.M.

Next Meeting

The next regular Board meeting will be held Monday, February 22, 2010, at 5:00 P.M. at the Marysville Service Center.

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President Secretary