

Sno-Isle Libraries

Board of Trustees

Monday, March 22, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

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

Land Acknowledgement

We acknowledge that we are on the traditional land of the Coast Salish Peoples, including the Tulalip, Snohomish, Stillaguamish, and Sauk-Suiattle Tribes past and present, and honor with gratitude the land itself and many tribes.

Roll Call

Members Present: Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, and Kelli Smith.

Staff Present: Barbara Adams, Lia Escudero Belcher, R.D. Burley, Michelle Callihan, Kaley Costello, David Durante, Nick Fuchs, Sonia Gustafson, Lindsay Hanson, Susan Hempstead, Rose Hong, Monica Jackson, Tricia Lee, Rebecca Loney, Leslie Moore, Kelley Murdock, Chy Ross, Judy Sasges, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, 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 DePrey seconded the motion. The Board unanimously approved the motion.

Consent Agenda Items

Trustee Ryan moved to approve the Consent Agenda as amended.

- a) Approval of February 22, 2021 regular meeting minutes;
- b) Approval of February 2021 Sno-Isle Payroll, Benefits, and Vouchers.

February 2021

| | |
|-----------------------------------------------------------------------------|-----------------------|
| Direct Deposits and Employee Deductions, Manual Check #736 | \$2,293,103.82 |
| Vendor Checks 71561 and 71734 through 71742, Plus Electronic Fund Transfers | \$737,085.40 |
| Total Payroll and Benefits | \$3,030,189.22 |
| Checks listed above, plus Electronic Transfers | \$1,072,281.21 |
| Total Payroll, Benefits and Accounts Payable | \$4,102,470.43 |

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

Public Comment

There were no public comments to the Board.

Communications to the Board

President Kostick informed the Board that a customer has let the Library know they will be sending a letter to the Trustees.

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

New Business

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

Lake Stevens temporary library appropriation

The Lake Stevens Library will move to a temporary location in the former Lake Stevens police station building. Staff recommended funding for the move be sourced from 2020's carry-over funds.

Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees appropriate \$250,000 in 2021 to be sourced from the 2020 carry-over funds for the purpose of funding tenant improvements and relocation expense of the Lake Stevens Library. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

Reserve fund recommendation

At the recommendation of staff, and in accordance with the [Unreserved and Reserved Fund Policy](#), Trustee Smith moved the Board of Trustees approve the allocation of the \$6.5MM undesignated reserve amount to reserve accounts established by policy:

1. \$600,000 to Vacation & Sick Leave Liability Reserve.
2. \$150,000 to the Self-insurance Reserve.
3. \$5,750,000 to the Building Reserve.

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

Arlington Library proposal

Director of Administrative Services Gary Sitzman highlighted the draft agreement between the City of Arlington and the Sno-Isle Intercounty Rural Library District for transfer of the Arlington Library building, located in the packet.

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. A transfer of the Arlington Library building to Sno-Isle Libraries would require action from the Board.

Resolution 20-01 – Decrease to the Imprest Change Fund

In 2019, the Library implemented a Pay for Print and Copier project that resulted in the installation of 33 new multi-function printers and pay stations at all of our community libraries. The new pay stations make the old change machines unnecessary, and the Library is in the process of removing them from service.

With the removal of the existing change machines, the need for coinage in the Imprest change machine fund is dramatically reduced.

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve Resolution 21-01 – A Resolution Adopting a Decrease to the Imprest Change Fund. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Unfinished Business

There was no unfinished business.

Executive Director's Report

Executive Director's report

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

Addendum to janitorial contract

Sno-Isle Libraries' custodial annual contract is estimated at \$576,000. The additional scope of work will add an additional \$149,000 to the annual contract. The change in scope is greater than 10% and was not included in the 2021 budget. Staff anticipates being able to manage the additional cost within the overall 2021 budget appropriation. Staff believe this expenditure is necessary to protect the health and well-being of Sno-Isle Libraries' staff and customers as the library buildings reopen.

In-building library services

The Re-entry Team continues to monitor changes from the Governor's Office. The Governor announced that Washington will enter Phase 3 of its recovery plan effective March 22, which allows an increase of indoor capacity to 50 percent.

- Our official, state-required COVID-19 Recovery Plan and the Stage 2 Limited In-Building Services with Social Distancing documents are updated regularly and are available on the intranet.
- Face coverings are required for all in-person services in all industries, which includes libraries.
- With the exception of the Arlington, Clinton, Mill Creek, Lake Stevens, and Mountlake Terrace, all libraries are open for limited service.
- Customer feedback on the reopening of library buildings continues to be positive.

Dr. Seuss

Dr. Seuss Enterprises has made the decision to stop printing six of Dr. Seuss' old books due to racist imagery. Sno-Isle Libraries has decided to continue circulating the six books under the direction of the Libraries' [Collection Development Policy](#).

Sno-Isle Libraries acknowledges that historical works often contain stereotypes and depictions that are not acceptable by contemporary standards. The [Intellectual Freedom charge](#) includes the maintenance of a collection that encompasses the scope of literary history, including its difficult passages.

The presence of books, videos and other resources in the Sno-Isle Libraries collection does not indicate endorsement of their contents by the Library.

Digital security

IT staff have identified, and are implementing, one action that places Sno-Isle Libraries on appropriate security level for the organization.

Collection spending

Staff is working to manage monthly collection spending within the unevenness of publishing dates.

Library presentation

Brier Library

Brier Library Manager Kelley Murdock shared information on the City of Brier, its residents, and the connection the Brier Library has fostered with its customers, to meet their needs.

Financial update

Director of Administrative Services Gary Sitzman highlighted the following from the Administrative Services financial update report:

- The Lake Stevens Library move.
- February property tax revenues were lower than expected.
- In February, additional revenues consisted of a Premera Rx refund (\$43,093) and an Economic Alliance Snohomish County Cares Fund reimbursement (\$25,000).
- Expenditures from salaries and benefits continue to be below budget predictions due to staff vacancies incurred in 2020.
- To date, the Library is approximately \$2 million favorable in actual versus budgeted expenditures.

New Business

There was no new business.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President's report/Executive Committee

President Kostick noted the following Executive Committee work:

- The decision to start the monthly board meetings with a land acknowledgment.
- The continued discussions on the annual Executive Director evaluation.
- An updated meeting schedule for 2021 as well as a proposed meeting schedule for 2022.
- The proposal of a Committee of the Whole meeting for preliminary budget discussions prior to the October and November public budget hearings.
- An update on the winners of the 2020 Trustees Award.

Board Development/Administration Committee

Trustee Ryan informed the Board of the Board Development/Administration Committee's work on the Board's Code of Conduct.

The Board Development/Administration Committee has begun introductory conversations on the creation of an annual board assessment.

Foundation Board Representative

Trustee Olson reminded the Board of the upcoming Trudy Sundberg lecture on May 7, 2021. Enrique Cerna, a former senior correspondent with KCTS-TV will interview Dr. Mona Hanna-Attisha in a virtual in-conversation presentation on Dr. Hanna-Attisha's book, *What the Eyes Don't See*.

Announcements and Comments

Trustee Ryan noted a recent visit to the Monroe Library and expressed admiration in the work staff has done to reopen the library buildings.

Trustee DePrey shared a story of a recent opportunity to share information on Sno-Isle Libraries with new Oak Harbor community members.

Executive Session

There was no executive session.

Adjournment

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:31 p.m. Trustee Olson seconded the motion. The Board unanimously approved the motion.

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Next Meeting

The next regular Board meeting will be held on Monday, April 26, 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