

# Sno-Isle Libraries

## Board of Trustees

Monday, April 26, 2021  
Meeting Minutes  
Zoom virtual meeting

### Call to Order

President Kostick called the meeting to order at 5:01 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, Kelli Smith, and Rico Tessandore

**Staff Present:** Barbara Adams, Lia Escudero Belcher, R.D. Burley, Michelle Callihan, Debby Colfer, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Rose Hong, Monica Jackson, Tona Khau, Rebecca Loney, Leslie Moore, Chy Ross, Gary Sitzman, Lois Langer Thompson, Kathy Wahl, Nicole Wehl, and Shanda Zimmerman.

**Community Members Present:** Gary Becker and James Trefry.

### 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 Olson 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 March 22, 2021 regular meeting minutes;
- b) Approval of March 2021 Sno-Isle Payroll, Benefits, and Vouchers.

#### March 2021

Direct Deposits and Employee Deductions	\$2,138,338.74
Vendor Checks 71743, 71796, 71914 and 72076 through 72085, Plus Electronic Fund Transfers	\$678,696.01
<b>Total Payroll and Benefits</b>	<b>\$2,817,034.75</b>
Accounts Payable Checks 71743 through 72085 less checks listed above, plus Electronic Transfers	\$1,545,223.39
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$4,362,258.14</b>

Trustee Ryan 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

### Library presentation

#### Clinton Library

Clinton Library Manager Debby Colfer shared customer stories highlighting the work of Clinton Library staff to create a welcoming space for community members and embrace Sno-Isle Libraries' vision that "Everyone in our community is **connected** to their library."

### Executive Director's report

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

#### Meetings with Elected Officials and Stakeholders

Attended the following:

- Congressman Ric Larsen, tour of Camano Island Library.
- Ric Ilgenfritz, CEO Community Transit.
- Garry Clark, President and CEO Economic Alliance of Snohomish County (EASC).
- Sarah Jones, Washington State Librarian.

#### Human Resources

Executive Director Thompson provided the following Human Resources updates:

Initial interviews for Director of Finance and Facilities are currently underway. Candidate selection is expected in May.

The annual Employee Recognition event was held in March. Executive Director Thompson recognized the work of Human Resources Technician Miranda Blum for organizing the highly successful event.

#### State capital grants

The following Library Capital Improvement grants were approved:

- \$700,000 for Langley
- \$250,000 for Darrington
- \$3.1 million for Lake Stevens
- \$1.67million for Mariner

The total 2021-2023 capital appropriation for Sno-Isle Libraries: \$5.72 million.

#### Federal Health and Human Services Grant Application

The Snohomish Health District is leading a collaborative of four agencies in application process for a \$4 million federal grant through the Department of Health and Human Services to support health literacy.

#### Community Project Funding

Lawmakers are reinstating the process of allocating federal funds for local governments and nonprofits through a reformed process called "Community Project Funding." The House of Representatives have invited community partners to submit project requests. Each representative is able to select 10 projects for funding through the federal budget process this fall.

Sno-Isle Libraries submitted two requests this week:

- \$3 million request through Cong. Rick Larsen for the Mariner Community Campus/Library Project.
- \$3 million request through Cong. Suzan DelBene for the Lake Stevens Early-Learning focused library project.

Selection decisions are expected in spring 2021. Funding for the grants would be provided in the 2021-2022 federal budget.

#### Other Grant Updates

The Washington State Library will be sending a survey regarding Sno-Isle Libraries' priority funding recommendations for the most recent federal American Rescue Plan Act (ARPA) recovery bill. Approximately \$3 million will be available to libraries in Washington State to focus on internet connections, hotspots, workforce development, and future personal protective equipment (PPE) purchases.

#### Financial Update

Director of Public Services Rebecca Loney provided an update on Lake Stevens Library services.

- The last day of services at the current Lake Stevens' Library location will be on Sunday, May 23, 2021.
- Limited library services will be available on Monday, May 24, 2021, from a small office space located in Lundeen Park. The location will include an outdoor area where customers can browse materials.
- The Library is expected to relocate to the City of Lake Stevens' former police station building in late summer/early fall of 2021.

Director of Administrative Services Gary Sitzman provided an update on the Lake Stevens Library relocation budget, and thanked staff for their work on the Lake Stevens Library relocation project.

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

- To date, the Library is approximately 12% (\$400,000) favorable to budget expectation on revenue.
- Expenditures from salaries and benefits continue to be below budget predictions due to staff vacancies incurred in 2020.
- To date, the Library is approximately \$2.4 million favorable in actual versus budgeted expenditures.

#### **Unfinished Business**

##### Arlington Library proposal

Trustee Tessandore requested an amendment to the language in paragraph 17 of the draft Agreement between the City of Arlington and the Sno-Isle Intercounty Rural Library District for Transfer of the Arlington Library property:

*All notices required or permitted under this Agreement shall be in writing, shall be personally delivered or sent by certified mail, return receipt requested, and postage prepaid.*

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the amended Agreement between the City of Arlington and the Sno-Isle Intercounty Rural Library District for Transfer of the Arlington Library property and authorize the Executive Director sign the agreement and take all necessary actions to close and record this property transfer. Trustee Smith seconded the motion. The Board unanimously approved the motion.

### **New Business**

#### Resolution 21-02 concerning the appointment an auditing officer

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve Resolution 21-02 – Rescinding an Auditing Officer Appointment. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

#### Code of Conduct Policy

Trustee DePrey moved the Sno-Isle Library Board of Trustees approve the Code of Conduct Policy as presented. Trustee Smith seconded the motion. The Board unanimously approved the motion.

### **President, Trustee Committees, and Foundation Representative Reports**

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

Trustee Ryan informed the Board of the Board Development/Administration Committee's work to ensure inclusivity on the trustee vacancy position description.

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

#### **Foundation Board Representative**

Trustee Olson informed the Board that staff member Christine Stansfield is currently the Interim Executive Director of the Foundation.

The Foundation is currently working on a budget map for future Foundation financial commitments.

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*.

#### **President's Report**

##### President's report/Executive Committee

Trustee DePrey and Trustee Smith shared stories of their recent visits to their local community libraries. President Kostick noted the Executive Committee's decision to move forward with the Executive Director evaluation. Staff expect a Request for Proposal (RFP) for a consultant will be issued in May.

President Kostick recognized the winners of the 2020 Trustee's Award. This year the Executive Committee selected two winners: The Third Grade Reading Challenge team and the Home Library Project team.

##### Resolution 21-03 commending Sno-Isle Libraries staff

Trustee Ryan moved the Sno-Isle Library Board of Trustees approve Resolution 21-03 – A Resolution Commending Sno-Isle Libraries Staff During the COVID-19 Global Pandemic. President Kostick seconded the motion. The Board unanimously approved the motion.

### **Announcements and Comments**

President Kostick acknowledged the retirement of Director of Administrative Services Gary Sitzman. The Board expressed gratitude for the steadfast leadership Gary provided.

### **Executive Session**

There was no executive session.

### **Adjournment**

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:22 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, May 24, 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*

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President

*Rose Olson*

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Secretary