

# Sno-Isle Libraries

## Board of Trustees

Monday, May 24, 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, Kelli Smith, and Rico Tessandore

**Staff Present:** Lia Escudero Belcher, Asheley Bryson, R.D. Burley, Michelle Callihan, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Monica Jackson, Rebecca Loney, Leslie Moore, Charles Pratt, Chy Ross, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

**Community Members Present:** Gary Becker and Guinnivere Rincon.

### Introduction and Recognition of Guests

There were no guests in attendance.

### Approval of Agenda

Trustee Tessandore 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 DePrey moved to approve the Consent Agenda as amended.

- a) Approval of April 26, 2021, regular meeting minutes; and
- b) Approval of April 2021 Sno-Isle Payroll, Benefits, and Vouchers.

#### April 2021

|   |                       |
|---|-----------------------|
| Direct Deposits and Employee Deductions   | \$2,251,553.89        |
| Vendor Checks 72086, 72149, 72253, 72255, 72281 and 72314 through 72323, plus Electronic Fund Transfers | \$759,805.49          |
| <b>Total Payroll and Benefits</b>   | <b>\$3,011,359.38</b> |
| Accounts Payable Checks 72086 through 72323 less checks listed above, plus Electronic Transfers         | \$1,041,663.71        |
| <b>Total Payroll, Benefits and Accounts Payable</b>   | <b>\$4,053,023.09</b> |

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

### Public Comment

There were no public comments to the Board.

#### 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

## Communications to the Board

President Kostick shared a letter from the Lakewood School District expressing gratitude to Sno-Isle Libraries for making deleted library materials available to the School District.

## Executive Director's Report

### Library presentation

#### Arlington Library

Arlington Library Manager Monica Jackson highlighted the work of Arlington Library staff to foster a strong presence in the community through community-specific library programming, participation in local community events, and providing a welcoming space for teens.

### Executive Director's report

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

#### Human Resources Update

Executive Director Thompson announced that Gary Becker, Senior Business Operations Manager/Worldwide Professional Services with Amazon Web Services has been selected for the Director of Finance and Facilities position. His first day with Sno-Isle Libraries will be June 28.

#### Arlington Library building agreement

Director of Strategic Services David Durante provided an update on the building transfer of the Arlington Library property. The agreement has been signed, and the property transfer is expected to close on June 24, 2021.

#### Lake Stevens Library

Director of Strategic Services Durante provided an update on the Lake Stevens Library relocation project. May 23 was the last day of service at the former Lake Stevens Library location. Temporary service is being provided at [Lundeen Park](#) and will continue through summer.

#### Capital planning document

Work continues on the capital planning document. The next steps for the project will be a request for proposal (RFP) for a consultant to help finalize the planning document, and to plan and complete the Langley, Darrington, Marysville projects.

#### Workforce Diversity Team

Executive Director Thompson provided information on the Workforce Diversity Team.

The advisory group's focus will be on workforce diversity. The initial planning stages of the advisory group will include the selection of a consultant to facilitate the process and the appointment of team members.

#### Library updates

Executive Director Thompson noted that the Governor's office released updated guidelines for library services on May 19, 2021. The new guidelines remove the 24-hour quarantine requirement that was previously in place.

Adjustments are currently in process to increase time limits for both in-building services and laptop use.

The Library continues to require face coverings for staff and customers.

## Financial Update

Accounting Manager Nicole Wehl highlighted the following from the Administrative Services financial update report:

- April's property tax revenue was 6% higher than budget at approximately \$23M.
- Timber tax and associated excise tax revenues were higher than expected.
- Investment income received continues to be below budget due to low interest rates.
- To date, the Library is approximately 7.7% favorable to budget expectation on revenue.
- One-third of the way into the year, total expenditures are at 30% (\$16,103,773) of the annual budget.
- 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.

## President, Trustee Committees, and Foundation Representative Reports

### President's Report

#### President's report/Executive Committee

President Kostick provided updates on the following President and Executive Committee work:

President Kostick, along with Public Services Director Rebecca Loney, recently visited both the Arlington and Lakewood/Smokey Point libraries. President Kostick commended the work of both libraries for their continued connections to their communities.

The Executive Committee has decided to move forward with the Executive Director evaluation. Next steps include an RFP for a consultant to lead the review process.

### Board Development/Administration Committee

President Kostick provided updates on the following Board Development/Administration Committee work:

The Committee has reviewed and revised the trustee vacancy interview questions. The deadline for applications is June 11, 2021. Interviews are scheduled to take place in July.

President Kostick announced that Trustee Munguia and Trustee Olson have agreed to serve on the Nominating Committee.

Discussions on the adoption of an annual review and reaffirmation of the Code of Conduct are currently underway.

### Strategic Planning / Finance Committee

Trustee Tessandore provided an update on the June 10 Board of Trustees and Foundation Board event.

### Foundation Board Representative

Trustee Olson provided an update on the Sno-Isle Libraries Foundation Board.

## Announcements and Comments

Trustee Munguia commented on the current state of the COVID-19 pandemic, the upcoming move to less restrictive public health guidelines, and the impact on library service.

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### Adjournment

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:09 p.m. Trustee Munguia seconded the motion. The Board unanimously approved the motion.

### Next Meeting

The next regular Board meeting will be held on Monday, June 28, 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