

Sno-Isle Libraries

Board of Trustees

Monday, June 28, 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: Gary Becker, Lia Escudero Belcher, R.D. Burley, David Durante, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Monica Jackson, Rebecca Loney, Lois Langer Thompson, Darlene Weber, Nicole Wehl, Vicky Welfare, and Shanda Zimmerman.

Community Members Present: Ann Anderson and Kevin Cornwell.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

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

- a) Approval of May 24, 2021 regular meeting minutes;
- b) Approval of June 10, 2021 special meeting minutes;
- c) Approval of May 2021 Sno-Isle Payroll, Benefits, and Vouchers.

May 2021

Direct Deposits and Employee Deductions	\$2,282,519.65
Vendor Checks 72324, 72381, 72435, 72483 and 72523 through 72531, plus Electronic Fund Transfers	\$759,805.49
Total Payroll and Benefits	\$3,037,114.95
Accounts Payable Checks 72324 through 72531 less checks listed above, plus Electronic Transfers	\$1,116,084.82
Total Payroll, Benefits and Accounts Payable	\$4,153,199.77

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

Public Comment

There were no public comments to the Board.

June 28, 2021
Meeting Minutes

2

Communications to the Board

President Kostick informed the Board of the response sent to Civility First regarding their correspondence addressing the Libraries' revised partnership guidelines.

Executive Director's Report

Library presentation

Langley Library

Langley Library Manager Vicky Welfare highlighted the work of Langley Library staff to continue providing services to the community during the COVID-19 pandemic and noted that Langley Library customers have expressed excitement for the reopening of the library building.

Langley Library Manager Welfare also noted that the Friends of the Langley Library will celebrate their 100-year anniversary this year.

Executive Director's report

Customer Service Updates

Director of Public Services Rebecca Loney reported Sno-Isle Libraries preparation and response to the recent extreme heat. Social media and press releases promoted many of the libraries as cooling stations, and additional hours were added to the Langley, Lynnwood, Marysville, and Mukilteo libraries.

In partnership with the Snohomish County Health District, temporary vaccination sites are being provided at both the Arlington and Monroe libraries.

Director of Public Services Loney announced that the library hold lockers project is nearing completion. The lockers will be located at the Camano and Monroe libraries. Installation of the lockers is scheduled for July 22 - 23.

Sno-Isle Libraries is continuing its effort to provide digital access to our customers. Work is currently underway to provide 1 gig internet speed at all 23 library locations. The Federal [E-Rate program](#) will cover 80% of the associated costs. External Wi-Fi is being extended to fully cover the parking lots at all library locations, including the Sno-Isle Libraries Service Center.

Sno-Isle Libraries' Interlibrary Loan (ILL) service, Author Alerts, and Suggest a Purchase services are in the final preparation phase. Staff are currently in training and all three services will be available in early August for customers.

Capital updates

Director of Strategic Services David Durante provided an update on the supplemental funding appropriated from the state legislature for the Darrington, Lake Stevens, Langley, and Mariner libraries. The Lake Stevens Library has received \$150,000 in supplemental funding for a new early-learning focused library building. The new building project will be used as pilot process for use of grant funding.

EDI updates

Director of Strategic Services Durante provided the following EDI updates:

EDI and Anti-racism training are being offered to all staff. Approximately 50% of Sno-Isle staff have attended. Trainers continue to adapt and modify the training based on feedback from staff.

June 28, 2021
Meeting Minutes

3

Leadership and Senior Team are participating in the Equity at Work program. The online program was started with Public Library Association (PLA) and allows participants to watch at their own pace, engage in discussions with the team, and attend sessions with Mia Henry who created the content.

Affinity Group guidelines have been adopted to assist staff members participating in Sno-Isle Libraries' affinity groups. The guidelines serve as Sno-Isle Libraries' commitment to affinity groups.

Strategic Goals Update

Executive Director Thompson provided an update on the 2021 strategic goals.

Enhance library services: Collection strategy, contact-free/in-building services, customer experience, data strategy, holds lockers, local library boards, and tribal connections.

Create inspiring spaces: Capital framework and digital experience.

Optimize library funding: Annexations, Friends and Foundation, supplemental funding, and 2022 budget.

Invest in our people and organization: Continuity of operations (COOP), EDI training for all staff, external communication plan, information governance, internal communication plan, intranet and staff tools, performance management, and policy plan.

Financial Update

Executive Director Thompson introduced the new Director of Finance and Facilities Gary Becker.

Accounting Manager Nicole Wehl provided the following financial update:

- May's property tax revenue is currently at 53% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues are at 59% of the annual budget.
- Investment income received continues to be below budget due to low interest rates.
- Additional May revenues include a Premera refund totaling \$40,681.
- To date, the Library is approximately 4.5% favorable to budget expectation on revenue.
- Expenditures from salaries and benefits continue to be below budget predictions due to staff vacancies incurred in 2020.
- Total year-to-date expenditures are at 35.2% of the annual budget.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President's report / Executive Committee / Trustee Nominating Committee

President Kostick reported that the Executive Committee has selected the Coraggio Group to lead the Executive Director review process.

The Trustee Nominating Committee received 32 eligible applications for the Board of Trustees vacancy. President Kostick will provide an update at the July 26 board meeting.

Strategic Planning / Finance Committee

Trustee DePrey highlighted agenda items for the upcoming Strategic Planning / Finance Committee July meeting including the *Conflict of Interest* and the *Capitalized Asset / Small and Attractive Asset Management* policies and the key strategies for the 2022 operating budget.

June 28, 2021
Meeting Minutes

4

Foundation Board Representative

Trustee Olson thanked both the Foundation Board and the Board of Trustees for attending the July 10 special meeting.

Announcements and Comments

There were no announcements or comments.

Adjournment

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 5:55 p.m. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Next Meeting

The next regular Board meeting will be held on Monday, July 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 Kastick

President

Rose Olson

Secretary