

Sno-Isle Libraries

Board of Trustees

Monday, July 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, Kelli Smith, and Rico Tessandore.

Staff Present: Barbara Adams, Gary Becker, Lia Escudero Belcher, Asheley Bryson, R.D. Burley, Michelle Callihan, Kaley Costello, David Durante, Lindsay Hanson, Alisha Hendren, Monica Jackson, Rebecca Loney, Leslie Moore, Chy Ross, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. Trustee Munguia seconded the motion. The Board unanimously approved the motion.

Consent Agenda Items

Trustee Olson moved to approve the Consent Agenda as amended.

- a) Approval of June 28, 2021 regular meeting minutes;
- b) Approval of June 2021 Sno-Isle Payroll, Benefits, and Vouchers.

June 2021

Direct Deposits and Employee Deductions	\$2,349,216.95
Vendor checks 72533, 72593, 72658, 72710, 72791 and 72821 through 72831, plus Electronic Fund Transfers	\$777,816.99
Total Payroll and Benefits	\$3,127,033.94
Accounts Payable Checks 72532 through 72831 less checks listed above, plus Electronic Transfers	\$1,535,389.78
Total Payroll, Benefits and Accounts Payable	\$4,662,423.72

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

There were no communications to the Board.

Executive Director's Report

Library presentation

Darrington Library

Darrington Library Manager Asheley Bryson showcased the importance of the library services made available to the community during the COVID-19 pandemic, and the work of Darrington Library staff to pivot and continue to provide library services to the community of Darrington. Library Manager Bryson highlighted Darrington Library staff's monthly delivery of books to the Sauk-Suiattle Tribe's preschool.

Executive Director's report

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

Regional Library Directors weekly update call

Ongoing connection with regional library directors to navigate the changing recommendations related to the Covid-19 pandemic.

Trustee interviews

Executive Director Thompson expressed appreciation for the number of excellent applicants for the Board of Trustees vacancy.

Stories in Democracy

Stories in Democracy is a conversation-style discussion examining the future of an American democracy. Each of the segments will include congressional representatives for Snohomish County. Executive Director Thompson along with Jon Bauer, Editorial Page Editor of The Daily Herald newspaper will be co-hosting the program.

Student Card update

The Student Card Program is a cornerstone in Sno-Isle Libraries' ongoing student success initiatives. The goals of the program are to provide library access for students, better enable educators to use library resources in the classroom, and continue building strong partnerships between Sno-Isle Libraries and local school districts. The program is a direct response to an expressed need from the school communities in the Sno-Isle Libraries District.

Capital Framework

Assistant Director of Capital Planning and Strategy Chy Ross presented on the status of the Capital Framework.

Status update

- Ensuring issues of equity are a top consideration.
- Weighting of certain categories from the framework.
- Building adaptability and flexibility into evaluations and project decisions.
- Addressing issues of safety for staff and customers.
- Acknowledging the importance of outdoor spaces in the evaluation process.

Current work

- Introducing the framework to staff across the organization.
- Developing initial evaluations for some of the libraries.
- Creating a dashboard to provide a summary of the overall evaluation and rating for the library system.

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Next work

- Debut of the dashboard.
- Continued evaluations.
- Sequencing capital improvement projects.

Assistant Director of Capital Planning and Strategy Ross will provide an update on the progress made on the next work at the September 20, 2021, board meeting.

Arlington Library update

Trustee Olson informed the Board that the Arlington Library received a bequest from Arlington community member Dorothy Stevens. Director of Public Services Rebecca Loney noted that Ms. Stevens was an avid reader and the generous gift is for the best and highest use for the Arlington Library.

Foundation Board Representative

Trustee Olson noted the Foundation Board's enthusiasm to reach out to candidates that were not selected for the Board of Trustee's vacancy and have expressed interest in serving on the Foundation Board.

Customer Experience update

Library on Wheels

A majority of the Library on Wheels bookmobile stops once again include in-person services.

Sno-Isle Libraries is partnering with the Edmonds School District's [Free Grab and Go](#) and the Oak Harbor School District's [Summer Food Service Program](#) to attend a number of their summer meals sites.

Financial Update

Director of Finance and Facilities Gary Becker provided the following financial update:

To date, revenues are \$812,000 ahead of the budgeted amount for 2021, and expenses are \$3.9 million below budget. The sum of both variances equals a \$4.7 million surplus for the Library.

New Business

Resolution 21-04 Concerning the Appointment an Auditing Officer

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adopt Resolution 21-04 appointing Director of Finance, Gary Becker, as an auditing officer effective July 26, 2021. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

Capitalized Asset / Small and Attractive Asset Management Policy

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the *Capitalized Asset / Small and Attractive Asset Management Policy* as presented. Trustee Smith seconded the motion. The Board unanimously approved the motion.

President, Trustee Committees, and Foundation Representative Reports

President's Report

Executive Committee

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

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Trustee Nominating Committee

President Kostick provided an update on the new trustee recruitment process. The Committee held interviews in July and is recommending Michael Adams to fill the upcoming vacancy. The vacancy is a result of Trustee Tessandore completing his second term on the Board.

The Committee has sent their formal recommendation to the Snohomish County Council. If approved by the Board of Commissioners, a concurrence request will be sent to the Island County Board of Commissioners.

Strategic Planning / Finance Committee

Trustee Tessandore reported on the Strategic Planning / Finance Committee's recent work. In addition to their work on the *Capitalized Asset / Small and Attractive Asset Management Policy*, the Committee discussed the possible adoption of a conflict of interest policy, by the Board.

Announcements and Comments

Trustee Munguia shared additional comments on the Trustee Nominating Committee process. Trustee Munguia noted that the quality and passion for library serviced displayed by the candidates was remarkable. Once the selection was made, the committee connected with the non-selected applicants and offered other ways to be involved which was met with appreciation and excitement.

Adjournment

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:16 p.m. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Next Meeting

The next regular Board meeting will be held on Monday, September 20, 2021, at 5:00 p.m. via Zoom. A Committee of the Whole meeting will be held on Monday, August 16, 2021. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

Susan Kostick

President

Rose Olson

Secretary