

Sno-Isle Libraries

Board of Trustees

Monday, September 20, 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, Paul Ryan, Rose Olson, and Rico Tessandore.

Staff Present: Barbara Adams, Gary Becker, Lia Escudero Belcher, Michelle Callihan, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Monica Jackson, Meredith Kraft, Rebecca Loney, Jane López-Santillana, Jenny Piper, June Robinson, Chy Ross, Lois Langer Thompson, Kathy Wahl, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

President Kostick welcomed Senator Marko Liias, Representative John Lovick, and Representative Steve Tharinger.

Approval of Agenda

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

- a) Approval of July 26, 2021 regular meeting minutes;
- b) Approval of August 16, 2021 Committee of the Whole meeting minutes;
- c) Approval of July 2021 Sno-Isle Payroll, Benefits, and Vouchers;
- d) Approval of August 2021 Sno-Isle Payroll, Benefits, and Vouchers.

July 2021

Direct Deposits and Employee Deductions	\$2,234,455.59
Vendor Check 72868, 72972, 73022 and 73053 through 73061, plus Electronic Fund Transfers	\$749,553.43
Total Payroll and Benefits	\$2,984,009.02
Accounts Payable Checks 72832 through 73061 less checks listed above, plus Electronic Transfers	\$932, 152.54
Total Payroll, Benefits and Accounts Payable	\$3,916,161.56

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

August 2021

Direct Deposits and Employee Deductions	\$2,324,277.91
Vendor Checks 73129, 73134, 73164, 73281 and 73302 through 73310, plus Electronic Fund Transfers	\$666,114.63
Total Payroll and Benefits	\$2,990,392.54
Accounts Payable Checks 73062 through 73310 less checks listed above, plus Electronic Transfers	\$1,059,560.94
Total Payroll, Benefits and Accounts Payable	\$4,049,953.48

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 of two customer communications to the Board.

Executive Director's Report**Strategic Goals Update**Optimize Library funding

Assistant Director of Strategic Relations Susan Hempstead introduced guests Senator Marko Liias, Representative John Lovick, and Representative Steve Tharinger to the Sno-Isle Libraries Board of Trustees.

On behalf of Sno-Isle Libraries, Assistant Director of Strategic Relations Hempstead expressed appreciation to the attending legislators for their support of public libraries and especially Sno-Isle Libraries, through legislation and the appropriation of state capital grants.

Senator Marko Liias

Senator Liias, who represents the 21st Legislative District in southwest Snohomish County, described his vision for the Mariner Community Campus project and the access to library services it will provide to the Mariner community. A community campus would serve as a third place for people to gather outside of work, school, or home.

Senator Liias has been a committed partner with Sno-Isle and championed legislation to streamline the ability of public libraries to create library capital facility areas in 2020. After visiting the Mariner Library when it opened and witnessing the passion for library services in the area, he has led the effort to secure over \$4 million in state capital grants for the Mariner Community Campus.

Representative Steve Tharinger

Representative Tharinger, Chair of the House Capital Budget Committee, represents the 24th Legislative District on the Olympic Peninsula. Representative Tharinger explained the genesis of the Washington State Library Capital Improvement Program within the biennial capital budget, as a response to frequent requests of Legislators for library funds for their local communities.

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Representative Tharinger commended Sno-Isle for their strong applications to the Library Capital Improvement Program and emphasized the importance of libraries to strong communities across the state.

Representative John Lovick

Representative Lovick, Deputy Speaker pro tem, who represents the 44th Legislative District in Snohomish County shared personal experiences with public libraries and the value they have had for him and his family. He complimented Sno-Isle on the relocation of the Lake Stevens Library to a temporary location. Representative Lovick's ongoing support for the development of a permanent Lake Stevens Library has resulted in the Legislature awarding over \$3 million for an early learning focused library in Lake Stevens.

Create Inspiring Spaces

Assistant Director of Capital Strategy and Planning Chy Ross provided the Board an update on the Libraries' Capital Framework initiative and the status of capital planning and strategy.

The Board discussed the framework and expressed appreciation for the thorough and comprehensive information included in the dashboard.

Library presentation

Oak Harbor Library

Oak Harbor Library Manager Jane López-Santillana commended library staff's continued work to meet the needs of the diverse community of Oak Harbor.

Jane showcased the Oak Harbor Library's extensive language collection and highlighted the Library's strong partnership with the local school district.

Executive Director's report

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

Stories in Democracy interviews.

- Congresswoman Pramila Jayapal.
- Congressman Rick Larson.

Federal Communications Commission (FCC) Roundtable

On August 27, Acting Director of Technical Services Nick Fuchs joined Congresswoman Suzan DelBene for a conversation about rural broadband with Acting FCC Chairwoman Jessica Rosenworcel and other regional broadband stakeholders.

Arlington Library Board

Following the transfer of the Arlington Library building to Sno-Isle Libraries, the Arlington City Council dissolved the Arlington Library Board.

Covid-19 update

The Library continues to follow statewide face mask mandates. Both customers and staff are required to wear masks when in a Sno-Isle Libraries building. The Library continues to offer contact-free services. The Library is monitoring vaccine mandate developments.

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Volunteers

Due to the Covid-19 pandemic, the Sno-isle Libraries volunteer program has been temporarily paused since March of 2020. Executive Director Thompson informed the Board that a letter will be sent to Sno-Isle Library volunteers expressing appreciation for their continued dedication. The Library is working to welcome volunteers back in 2022.

Strategic goals

In addition to the strategic goals highlighted earlier, the Library is currently engaged in the following projects.

Enhance Library Services

- The Sno-Isle Libraries app was launched in September to positive reviews from customers.
- Back to school campaign for students to get a library card, “The ultimate back-to-school supply.”
- American Sign Language (ASL) language accessibility information was included in this month’s board packet. Work is currently underway to include accessibility information on all programming announcements as well as the Sno-Isle Libraries website.

Create Inspiring Spaces

- Temporary Lake Steven library opened.
- Express lockers in Monroe and Camano have opened.

Requests for Proposals

- Requests for proposals (RFPs) have been released for Workforce Diversity Advisory Group, Capital planning, and Library collections.

Sno-Isle Libraries Foundation

- Reffett Associates has been selected to lead the Sno-Isle Libraries Foundation Executive Director search. In addition to focus groups, Reffett Associates will be sending surveys to stakeholders.

Financial Update

Finance and Facilities Director Gary Becker provided the financial update for July and August.

- July’s revenues are \$100,000 under budgeted amount for 2021, and expenses are \$800,000 below budget. The sum of both variances equals approximately \$800,000 in surplus for July.
- To date, revenues are \$35.1 million placing revenues in line with the budget for 2021. To date, the Library is \$5.5 million favorable to budget.

New Business

2022 Budget update

Finance and Facilities Director Becker provided a preliminary 2022 budget update including an overview of key changes to revenue and expenditures. The 2022 proposed budget will be presented at the October board meeting.

President, Trustee Committees, and Foundation Representative Reports

President’s Report

President’s Report/Executive Committee

President Kostick reported that the Executive Committee will meet with Coraggio Group in October to review their recommendations for the Executive Director evaluation.

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President Kostick noted that both the Strategic Planning & Finance Committee and the Board Development Committee will hold meetings in October.

President Kostick announced that trustees Jennifer DePrey and Paul Ryan have agreed to serve on the 2021 Nominating Committee. The Nominating Committee will nominate a slate of officers at the October board meeting. Voting will take place in November.

Foundation Board Representative

Trustee Olson noted the Foundation Board recently interviewed two candidates to join the Foundation Board. The Foundation Board is currently reviewing its current meeting schedule to identify the most inclusive times for both current and new board members.

Trustee Olson thanked Board members who have donated to the Foundation.

Trustee Olson noted that the Foundation contracted Reffett Associates to assist in the New Foundation Executive Director position.

Announcements and Comments

There were no announcements or comments.

Executive Session

President Kostick announced at 6:53 p.m. that the Board would meet in executive session until 7:05 p.m., pursuant to RCW 42.30.110(1)(b), to discuss the Mariner Library building lease, and that the Board was expected to take final action when the meeting reconvened.

At 7:05 p.m., an extension was announced for eight minutes to 7:13 p.m.

The executive session ended at 7:13 p.m.

President Kostick called the regular meeting back to order at 7:13 p.m.

Mariner Lease

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Executive Director to negotiate and sign a lease for the Mariner Library in accordance with the terms presented to the Board in executive session. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Adjournment

President Kostick proclaimed the meeting of the Sno-Isle Libraries Board of Trustees be adjourned at 7:16 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, October 25, 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.

DocuSigned by:

Susan Kostick

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President

DocuSigned by:

Rose Olson

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Secretary