

Sno-Isle Libraries

Board of Trustees

Monday, October 25, 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, Kelli Smith, Rose Olson, and Rico Tessandore.

Staff Present: Alicia Wilkinson, Alisha Hendren, Barb Adams, Cassie Hanson, Eric Spencer, Gary Becker, Jessica Russell, Judy Sasges, Kaley Costello, Karen Kramer, Leslie Moore, Michael Delury, Michelle Callihan, Nick Fuchs, Nicole Wehl, R.D. Burley, Shanda Zimmerman, Susan Hempstead, Lois Langer Thompson, Meredith Kraft.

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

Consent Agenda Items

Trustee Munguia moved to approve the Consent Agenda as amended.

- a) Approval of September 20, 2021 regular meeting minutes;
- b) Approval of September 2021 Sno-Isle Payroll, Benefits, and Vouchers;

September 2021

Direct Deposits and Employee Deductions	\$2,285,605.99
Vendor Check 73331,73360,73415,73473, and 73584 through 73594, plus Electronic Fund Transfers	\$794,354.15
Total Payroll and Benefits	\$3,079,960.14
Accounts Payable Checks 7331 through 73594 less checks listed above, plus Electronic Transfers	\$1,308,952.27
Total Payroll, Benefits and Accounts Payable	\$4,388,912.41

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

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

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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

Lynnwood Library

Lynnwood Library Manager Michael Delury discussed the strong organizational partnerships the Lynnwood Library has established and highlighted how the library's citizenship and Talk Time for English Language Learners classes have served this diverse community. Manager Delury also previewed how library service may be impacted by population growth, especially in light of the planned light rail expansion.

Executive Director's report

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

Economic Alliance of Snohomish County's Public Officials Event

Executive Director Thompson attended the Economic Alliance of Snohomish County's Public Officials Event on October 14. Attendees had the opportunity to interact directly with their elected officials.

Strategic Goals Update

Enhance Library Services

- The 3rd Graders Read Together program will launch in 2022. This adaptation of the popular 3rd Grade Reading Challenge will allow for more schools to participate and will focus on simplicity and flexibility as schools transition back to in-person learning.
- A letter was sent to customers who have library materials that are significantly overdue requesting that the materials be returned by December 1.

Create Inspiring Spaces

- Beginning November 1, the Sno-Isle Libraries catalog will be available in six languages: English, Spanish, Simplified Chinese, Japanese, Russian, and Vietnamese. Korean language access is in development with BiblioCommons.

Optimize Library Funding

- Letters are being developed for local tribes to determine any potential cultural impacts for the proposed Langley and Lake Stevens capital projects.

Invest in our People and our Organization

- Included in the 2022 Sno-Isle Libraries preliminary budget is a proposal to include a pay differential for multilingual staff who provide direct customer service.
- Sno-Isle Libraries is proposing the inclusion of supported employment in the 2022 preliminary budget. The objective is to provide accessible and meaningful job opportunities for disabled individuals who require the support of a job coach.

- Quarterly performance conversations are taking place for staff. This discussion is intended to highlight key wins, challenges, and professional development opportunities.

Financial Update

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

- September's revenues are \$380,000 favorable to budget, and expenses are \$395,000 favorable to budget. The sum of both variances is an overall positive variance to budget of approximately \$775,000 for September.
- Year to date, revenues are \$36.5 million, and are \$1.2 million favorable to budget for year-to-date 2021.
- Total expenditures of \$37.3M YTD are \$5.9M favorable to the YTD expenditures budget of \$43.2M.

New Business

State Auditor Entrance Meeting Waiver

Executive Director Thompson shared that the Sno-Isle Libraries Board of Trustees has traditionally waived the right to an entrance meeting with the State Auditor. Trustee Smith moved that the Sno-Isle Libraries Board of Trustees waive the State Auditor entrance meeting. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Unfinished Business

2022 Budget

Executive Director Thompson, Administrative Services Director Gary Becker, and Accounting Manager Nicole Wehl presented the Board with the updated proposed 2022 operating budget for review and discussion.

At their November 22 meeting, the Sno-Isle Libraries Board of Trustees will hold a public hearing on the levy and a public meeting on the budget.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick reported on trips to the Camano Island Library for the purpose of attending the ribbon cutting for the new Express Lockers and meeting with the Friends of the Camano Island Library.

President Kostick presented the proposed 2022 Board of Trustees meeting schedule. The Board is scheduled to take action on the proposed 2022 Board meeting schedule at the November meeting.

Executive Committee

On October 12, 2021, the Executive Committee met to review a draft of the final report from the Coraggio group, a consultant contracted to advise on how to refine the Executive Director annual evaluation process. A final report will be provided to the Trustees including key themes, insights gleaned from research and interviews, best practices, and proposals to improve the process. The Executive Committee is now developing a new Executive Director annual evaluation process and will initiate Executive Director Thompson's evaluation at the next Executive Committee meeting.

Board Development / Administration Committee Report

Trustee Ryan reported that the committee met on October 13 to discuss the 2022 Board of Trustees retreat, which is planned for February 5, 2022.

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Nominating Committee

Trustee Ryan presented the committee's recommendation for 2022 officers. The Board of Trustees will vote on 2022 officers at the November 22 Board meeting.

Strategic Planning / Finance Committee

Trustee Tessandore commended Executive Director Thompson for her continued focus on providing inspiring spaces at all community libraries. During their meeting, the Strategic Planning / Finance Committee discussed the 2022 budget and Conflict of Interest Policy.

Foundation Board Representative

Trustee Olson extended a thank you on behalf of the Sno-Isle Libraries Foundation for the 100% donation participation of the Board of Trustees.

Trustee Olson reported that the job description for Sno-Isle Libraries Foundation Executive Director has been posted and Reffett Associates continues to be a resource in the search.

The Sno-Isle Libraries Foundation is developing their 2022 budget and has recently received a \$10,000 donation from Kendall Automotive.

Announcements and Comments

Trustee DePrey commended Sno-Isle Libraries staff for their excellent work in developing the new temporary Lake Stevens Library.

Executive Session

There was no executive session

Adjournment

President Kostick proclaimed the meeting of the Sno-Isle Libraries Board of Trustees be adjourned at 6:41 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, November 22 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

President

Rose Olson

Secretary