

Sno-Isle Libraries

Board of Trustees

Monday, November 22, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:00 p.m.

Approval of Agenda

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

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: Barb Adams, Laura Baker, Gary Becker, R.D. Burley, Marissa Burkey, Michelle Callihan, David Durante, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Rose Hong, Monica Jackson, Meredith Kraft, Karen Kramer, Rebecca Loney, Kristin Piepho, Judy Sasges, Lois Langer Thompson, Nicole Wehl, Kendra Wight, Jill Wubbenhorst, and Shanda Zimmerman.

Introduction and Recognition of Guests

Michael Adams was recognized as a guest in anticipation of his prospective appointment to the Sno-Isle Libraries Board of Trustees.

Consent Agenda Items

Trustee Smith moved to approve the Consent Agenda as presented.

- a) Approval of October 25, 2021 regular meeting minutes;
- b) Approval of October 2021 Sno-Isle Payroll, Benefits, and Vouchers.

October 2021

Direct Deposits and Employee Deductions	\$2,220,178.40
Vendor Checks 73619, 73655, 73696, 73775, 73801, 73856 and 73869 through 73878. Plus Electronic Fund Transfers	\$740,658.45
Total Payroll and Benefits	\$2,960,836.85
Accounts Payable Checks 73595 through 73878 less checks listed above, plus Electronic Transfers	\$1,443,735.82
Total Payroll, Benefits and Accounts Payable	\$4,404,572.67

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

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SNO-ISLE LIBRARIES

November 22, 2021
Meeting Minutes

2

Public Comment

There were no public comments to the Board.

Communications to the Board

The Board of Trustees received a customer communication regarding the Brainfuse HelpNow online tutoring resource. Sno-Isle Libraries staff have been in contact with the customer and staff at Brainfuse to explore how the library system can provide accessible homework help for students.

Executive Director's Report

Library presentation

Marysville Library

Marysville Library Manager Eric Spencer reviewed the history of library services in the Marysville community and discussed the unique services offered out of this location, including Korean Bilingual Storytime and the Funding Information Network. Library Manager Spencer also highlighted the strong partnerships that Marysville Library staff have formed with other local community organizations.

Financial Update

Finance and Facilities Director Gary Becker provided the financial update for October:

- Although October's revenues were unfavorable to budget by \$761k, driven by lower than budgeted property tax revenues, the overall property tax revenue is \$89,000 under budget.
- October's expenditures were favorable to budget by \$379k.
- Year to date, revenues are \$56.9M and are \$472k favorable to budget.
- Year to date, expenditures are \$41.8M and are \$6.2M favorable to budget.
- In accordance with the 2021 Budget, \$5.3M will be transferred from the General Fund to the Reserve Fund in November.

Executive Director's report

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

Stories in Democracy Series

Filming has concluded for the first three *Stories in Democracy* video series, which feature interviews with Congresswoman Suzan DelBene, Congresswoman Pramila Jayapal, and Congressman Rick Larsen.

Professional Development

Executive Director Thompson, along with several Sno-Isle Libraries staff members, attended the LibraryWorks training session *Facilitating Big, Difficult, Public Meetings*.

Strategic Goals Update

Enhance Library Services

- Volunteer and Community Engagement Coordinator Christine Stansfield is leading an exploration of how Friends of the Library Groups can best be supported in their work. Library Managers, Senior Team members, Leadership Team members, Sno-Isle Libraries Foundation Board members, and the Sno-Isle Libraries Board of Trustees members will be interviewed during this exploratory process.

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November 22, 2021
Meeting Minutes

3

- In addition to the regular STARS curriculum offered to educators, Sno-Isle Libraries has offered *Stories that Sing* as an on-demand online training.
- Sno-Isle Libraries also offered an *Hours for Educators* series, which features courses designed to connect teachers with digital and print resources available through Sno-Isle Libraries. Educators who attend are eligible to receive two clock hours.
- Sno-Isle Libraries has selected Baker and Taylor's Diversity Analysis tool to conduct a collection diversity audit. The collection will be evaluated at both a local and system-wide level.

Create Inspiring Spaces

- Capital planning interviews are underway with three selected architectural firms. Trustee Smith's time and insight have been very valuable to the process.

Invest in our People and our Organization

- Two new director positions have been posted: Director of Community Libraries and Director of Technical Services. Over forty applications have been received for the two positions.

2022 Library Budget Presentation

Executive Director Thompson presented an overview of the proposed 2022 budget, highlighting how the 2022 budget was driven by Sno-Isle Libraries' mission, vision, and values.

Public Hearing

Per RCW 84.55.120, President Kostick convened the Sno-Isle Libraries' annual public hearing to consider increases in the property tax revenue for the Library District's 2022 budget. The public hearing was convened at 5:36 p.m. There being no public comment, the public hearing was closed at 5:37 p.m.

New Business

Resolution 21-05:

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve Resolution 21-05: a resolution of the Board of Trustees of the Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. Trustee Munguia seconded the motion. The Board unanimously approved the motion.

Adoption of the 2022 Budget

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve the 2022 budget as presented. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Unfinished Business

Adoption of the 2022 Meeting Schedule

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the 2022 Board meeting schedule as presented. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

President Kostick noted the Board looks forward to meeting in-person as soon as Sno-Isle Libraries' meeting rooms reopen.

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November 22, 2021
Meeting Minutes

4

Election of 2022 Officers

On behalf of the Nominating Committee, Trustee Ryan presented the following slate of officers for 2021:

- President - Susan Kostick.
- Vice President - Kelli Smith.
- Secretary - Rose Olson.

As required by the Sno-Isle Libraries Board of Trustees bylaws, Trustee Ryan called for any additional nominations from the floor for the positions of:

- Board President.
- Board Vice President.
- Board Secretary.

There were no additional nominations.

With no additional nominations from the floor, Trustee Ryan moved the Secretary cast a unanimous ballot for the 2022 slate of officers as presented by the Nominating Committee, and that the slate be declared elected by acclamation. The slate was declared elected by acclamation.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick explained that the customer communication regarding Brainfuse was an operational issue and that she appreciated how staff not only met with Brainfuse to resolve the issue but reached out to the customer to provide additional service.

President Kostick reported that Sno-Isle Libraries has tentative dates from both Snohomish and Island Counties regarding the vote on the recommendation to appoint Michael Adams to the Board of Trustees.

Executive Committee

President Kostick reported that the Executive Committee met in November 10 to discuss the Executive Director's annual evaluation.

Board Development / Administration Committee

Trustee Ryan reported that the committee met on November 8 to discuss the 2022 Board of Trustees retreat, which is planned for February 5, 2022.

Strategic Planning / Finance Committee

Trustee Tessandore reported that the committee has finalized a draft of the Conflict of Interest policy that would apply to Sno-Isle Libraries senior staff and the Board of Trustees.

Trustee Ryan moved to approve the Conflict of Interest Policy as presented. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

Foundation Board Representative

Trustee Olson reported that the Sno-Isle Libraries Foundation was pleased to contribute to the cost of the lease for the Mariner Library location. At their last meeting, the Foundation approved its 2022 budget, which included the goals of contributing to Langley and Darrington Library capital projects as well as an additional set of holds lockers.

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Meeting Minutes

5

The Sno-Isle Libraries Foundation's Executive Director search is moving forward, with three candidates being interviewed in early December.

Announcements and Comments

As this was the final Board meeting for Trustee Tessandore, the Trustees and Executive Director Thompson expressed their appreciation for Trustee Tessandore's many contributions to the Board, the library system, and the communities it serves.

Executive Session

President Kostick announced at 6:10 p.m. that the Board would meet in Executive Session as authorized under RCW 42.30.110(1)(g) to discuss the performance of a public employee. The executive session was planned to last 15 minutes until 6:25 p.m. with action on the Executive Director contract to take place when the regular meeting reconvened.

At 6:25, President Kostick announced that the executive session would be extended for 15 minutes to reconvene at 6:40 p.m.

At 6:40 p.m., the President Kostick reconvened the regular meeting.

Executive Director Contact

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees authorize President Kostick to negotiate an updated employment contract with the Executive Director. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Adjournment

Trustee Tessandore moved to adjourn the November 22, 2021 meeting of the Sno-Isle Libraries Board of Trustees. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

President Kostick proclaimed the meeting of the Sno-Isle Libraries Board of Trustees be adjourned at 6:42 p.m.

Next Meeting

The next special meeting of the Board of Trustees will be held on Thursday, January 6 at 12:00 p.m. via Zoom. The next regular Board meeting will be held on Monday, January 24, 2022 at 5:00 p.m. via Zoom.

Meeting information will be posted on the Sno-Isle Libraries [website](#) one week prior to the meetings.

Susan Kostick

President

Rose Olson

Secretary

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