

Sno-Isle Libraries

Board of Trustees

Monday, January 24, 2022

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:00 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: Susan Kostick, Kelli Smith, Rose Olson, Michael Adams, Jennifer DePrey, Martin Munguia, and Paul Ryan.

Staff Present: Barb Adams, R.D. Burley, Michelle Callihan, David Durante, Lia Escudero Belcher, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Rose Hong, Monica Jackson, Meredith Kraft, Karen Kramer, Hannah Krumheuer, Lois Langer Thompson, Rebecca Loney, Leslie Moore, Antionette Morales-Tanner, Chy Ross, Jessica Russell, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

Executive Director Thompson introduced Sno-Isle Libraries Foundation Executive Director Christina Kourteva and Office of the Washington State Auditor Audit Manager Kristina Baylor and Assistant State Auditor Dalton Nield.

Approval of Agenda

Trustee Smith 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 Munguia moved to approve the Consent Agenda as presented:

- a) Approval of the November 22, 2021 regular meeting minutes.
- b) Approval of the January 6, 2022 special meeting minutes.
- c) Approval of the November 2021 Sno-Isle Libraries payroll, benefits, and vouchers.
- d) Approval of the December 2021 Sno-Isle Libraries payroll, benefits, and vouchers.

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 reported on one anonymous communication to the Board.

Board of Trustees

Susan Kostick (President) • Kelli Smith (Vice President) • Rose Olson (Secretary)
Michael Adams • Jennifer DePrey • Martin Munguia • Paul Ryan

Executive Director

Lois Langer Thompson

New Business

Audit Exit Conference

Kristina Baylor and Dalton Nield from the Office of the Washington State Auditor presented the following results of the financial statement audit of Sno-Isle Libraries for the year ending on December 31, 2020:

- The State Auditor's office issued an unmodified opinion on the fair representation of the Library District's financial statements in accordance with its regulatory basis of accounting.
- The State Auditor's office issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Library District using accounting practices prescribed by state law and the State Auditor's Budgeting, Accounting and Reporting System (BARS) manual, which is a basis of accounting other than GAAP.
- No deficiencies in internal control that were considered to be material weaknesses were identified during the audit.
- No instances of noncompliance or other matters that are required to be reporting under *Government Auditing Standards* were disclosed.

Resolution 22-01

Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees adopt Resolution 22-01 rescinding an auditing officer appointment. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Executive Director's Report

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

Stillaguamish Tribe Cultural Resources Department Meeting

Executive Director Thompson and Assistant Director of Capital Strategy and Planning Chy Ross met with Stillaguamish Tribe Cultural Resources/THPO Supervisor Sam Barr to discuss any potential cultural resource impacts that may occur as a result of the planned construction for upcoming capital projects.

New Equity, Diversity, and Inclusion Positions

Two of the three new FTE approved as part of the 2022 budget will focus on advancing library services in the areas of equity, diversity, and inclusion. Job descriptions for these positions are being finalized.

Updates to Recruitment Practices

Staff are working to revise job descriptions and update recruitment practices with the goal of creating a more inclusive hiring experience for those who apply to open positions at Sno-Isle Libraries.

Weather-related Closures

In December, weather impacted library services over the course of five days. All libraries were closed for two days, and there were an additional three days of adjusted open hours at some locations. Online and phone services were available to customers throughout the duration of the closures.

Strategic Goals Update

Create Inspiring Spaces

- The Arlington Library will undergo facility improvements in the coming months, including the installation of a new roof and HVAC system.
- The contracting process for state grants is underway for the Darrington and Langley Library facility projects.
- Sno-Isle Libraries will be utilizing over \$3 million in state grants for the development of a new early learning-focused library in Lake Stevens.

Invest in our People and our Organization

- Diane Lai has been selected as the new Director of Community Libraries and will start on March 31.

Policy Update

Per the Library Administrative Policies policy, Executive Director Thompson provided the annual overview of policies to the Board of Trustees.

Financial Update

Accounting Manager Nicole Wehl provided the 2021 year-end financial report.

- Total revenue received year end was \$63.6 million compared to the approved 2021 budget of \$62.9M.
- Total expenditures at year end were \$51.5M compared to the approved 2021 budget of \$57.3M.

Unfinished Business

2022 Meeting Schedule

The Sno-Isle Libraries Board of Trustees Executive Committee developed a revised 2022 meeting schedule.

Trustee Smith moved that the Sno-Isle Libraries Board of Trustees adopt the revised 2022 meeting schedule as presented. Trustee Munguia seconded the motion. Trustee Munguia moved for a friendly amendment to change the starting time of the regular meetings from 5:00 p.m. to 5:30 p.m. Trustee Olson seconded the amendment. The Board unanimously approved the motion as amended.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick reported on the following:

- Participation in Volunteer and Community Engagement Coordinator Christine's Stansfield's interviews regarding Friends of the Library groups.
- An audit entry interview with Assistant State Auditor Dalton Nield of the State Auditor's Office.
- An onboarding meeting for Trustee Michael Adams with Executive Director Thompson.

Executive Committee

The Executive Committee met to discuss a revised 2022 Board of Trustees meeting schedule and selected a date to review and select the employee recognition Trustee Award recipient. The Committee also engaged in the quarterly progress discussion with the Executive Director.

Foundation Board Meeting

President Kostick attended the Sno-Isle Libraries Foundation Board meeting on January 10. Christina Kourteva, the new Foundation Executive Director, was also in attendance. Trustee Olson will continue as liaison to the Foundation Board for future meetings.

Announcements and Comments

Trustee Ryan reported on the work of the Board Development and Administration Committee and the 2022 virtual retreat planned for February 5. The equity, diversity, and inclusion agenda topic will be moved to a later date for an in-person discussion.

Trustee Ryan reported on his attendance at the January 20 Lake Stevens Library Board meeting. At the meeting, Sno-Isle Libraries Assistant Director of Capital Strategy and Planning Chy Ross presented on Sno-Isle Libraries' intent to move forward on the development of a larger, permanent library for the Lake Stevens community and a shift in project funding strategy. Trustee Ryan expressed his optimism about the possibility of Sno-Isle Libraries and the City of Lake Stevens working together to build a vibrant, inspiring library facility for the community.

Adjournment

Trustee Smith moved to adjourn the January 24, 2022 meeting of the Sno-Isle Libraries Board of Trustees. Trustee DePrey seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting of the Sno-Isle Libraries Board of Trustees at 5:51 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, February 28, 2022 at 5:30 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