

Sno-Isle Libraries

BOARD OF TRUSTEES

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

July 25, 2022

Meeting Minutes

Mukilteo Library & videoconference

Call to Order

President Kostick called the meeting to order at 5:31 p.m., followed by a land acknowledgement.

Attendees

Members present via videoconference: Jennifer DePrey, Susan Kostick, Rose Olson, Paul Ryan, and Kelli Smith. Martin Munguia joined the meeting at 6:04 p.m.

Staff present: Jane Crawford, Meredith Kraft, Chila Oglesby

Staff present via videoconference: Michelle Callihan, David Durante, Nick Fuchs, Susan Hempstead, Alisha Hendren, Christina Kourteva, Diane Lai, Rebecca Loney, Chy Ross, Jessica Russell, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. The motion passed.

Consent Agenda

- a) Approval of the June 20, 2022 regular meeting minutes
- b) Approval of the June 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees approve the Consent Agenda as presented. The motion passed.

Public Comment

There were no public comments to the Board.

Board Education

Dr. Tamara Meredith, Jefferson County Library Director, gave a presentation on intellectual freedom for library boards.

Recess

At 6:57 p.m., Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees recess for a period of ten minutes. The motion passed. President Kostick called the meeting back to order at 7:07 p.m.

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Executive Director's Report

Library Presentation

Mukilteo Library Manager Jane Crawford described the Mukilteo Library as a gathering place for all community members and illustrated staff's efforts to create an environment that is welcoming and inclusive. Library Manager Crawford also shared how the Mukilteo Library building and grounds benefit the community, highlighting the story trail, wildlife habitat garden, and outdoor sculptures.

Executive Director's Report

Executive Director Thompson shared information from the Executive Director's report, including recent meetings with elected officials, capital facility updates, and the ability for libraries to act as cooling centers during extreme heat.

Declaration of Emergency

Executive Director Thompson reported on the declaration of emergency memo in the July Board of Trustees meeting packet. There was one emergency declaration to report:

1. Edmonds Library Broken Water Pipe

On June 24, 2022, the Edmonds Library experienced a broken water pipe, resulting in flooding and water damage throughout the library space. Due to public safety concerns and further potential damage, the Deputy Director declared the situation to be an emergency. The Library is closed to both staff and customers as continued damage assessments and necessary repairs are made. The following purchase orders were approved during this declaration period:

- EN-21235 Timeless Designs \$22,100 for removal of damaged furniture and equipment.
- EN-21155 Rentacrate Enterprises \$21,612.14 for removal and storage of materials and supplies.

Additional purchase orders are expected before the building is re-opened to staff and customers. This declaration will remain in effect until the Edmonds Library is repaired to a state where it is healthy and safe for staff and customers to return to the building.

Financial Update

Finance Manager Nicole Wehl provided the June 2022 financial report.

2023 Budget Objective and Timeline

Deputy Director David Durante reviewed the 2022 timeline for the 2023 budget development process and previewed the two key focus areas of capital projects and equity, diversity, and inclusion (EDI) initiatives. Deputy Director Durante also shared that staff will be asked to analyze each budget line with an EDI lens.

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Unfinished Business

Addendum Two to the Annexation Agreement between the City of Langley and Sno-Isle Intercounty Rural Library District

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve Addendum Two to the Annexation Agreement between the City of Langley and the Sno-Isle Intercounty Rural Library District and authorize the Executive Director to sign the addendum. The motion passed.

New Business

Authorization for the Executive Director to execute documents necessary to obtain property for the Mariner Community Campus

Trustee Smith moved that the Sno-Isle Libraries Board of Trustees authorize Executive Director Thompson, on behalf of Sno-Isle Libraries, to execute documents necessary to obtain property for the Mariner Community Campus and any purchase agreements up to the amount of \$2,200,000. The motion passed.

Rescission of Surplus Asset Action

Trustee Munguia moved to rescind the action taken at the June 20, 2022 Board of Trustees meeting declaring the following vehicle surplus:

2008 Chevrolet - Kodiak C4500 VIN 1GBC4C1G08F406954

The motion passed.

Declaration of Surplus Asset

Trustee Olson moved the Sno-Isle Libraries Board of Trustees declare the following vehicle surplus and authorize the disposal of the vehicle in a cost effective and efficient manner:

2013 Isuzu NPR-HD VIN JALC4W168D7004431

The motion passed.

Public Comment Guidelines

After discussion on the proposed guidelines, the Board requested that library staff incorporate feedback and reintroduce the guidelines at a future meeting.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick provided information on the following:

- President Kostick attended the *Darrington Library Remodel 3D Sneak Peek* event held on July 7. Trustees Smith and Olson were also in attendance.
- The Executive Committee met on July 14 to discuss the Executive Director quarterly evaluation, trustee conference attendance, public comment guidelines, and updates to the trustee handbook.

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- President Kostick thanked Sno-Isle Libraries staff for their work in continuing to serve the Edmonds community during the emergency closure.

Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- The Foundation is actively seeking to expand its Board of Directors. Trustees were asked help to promote this recruitment.
- At the July Foundation Board meeting, Assistant Director of Collection Services Jessica Russell gave a presentation on intellectual freedom.
- The Sno-Isle Libraries Foundation received its annual endowment from the Nysether Foundation. This year's topic will be Scandinavian culture.
- The Trudy Sundberg Lecture Series is in a period of transition. The Foundation will take a leadership role for this program until new volunteers are identified.
- The Foundation has selected a new donor management software.

Board Member Reports

Trustee Smith shared excitement about the Darrington Library remodel proposal and appreciation for the community input process.

Trustee Munguia reported on attendance at the American Library Association conference in Washington, D.C. including one session on Board recruitment. At the session, Trustee Munguia shared the successful recruitment process utilized by Sno-Isle Libraries. Trustee Munguia emphasized the importance of Sno-Isle Libraries continuing to create an equitable and inclusive process.

Trustee Ryan shared that the architecture firm has been selected for the design phase of the Lake Stevens Library project.

Trustee DePrey highlighted the upcoming *Future of Clinton Library* meeting during which the Clinton community will be invited to join an interactive conversation about needs and hopes for library spaces and services.

Adjournment

Trustee Munguia moved to adjourn the July 25, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Kostick adjourned the meeting at 8:12 p.m.

Susan Kostick

President

Rose Olson

Secretary