

# Sno-Isle Libraries

## Board of Trustees

Monday, November 30, 2020  
Meeting Minutes  
Zoom virtual meeting

### Call to Order

President Martin Munguia called the meeting to order at 5:02 p.m.

### Roll Call

**Members Present:** Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

**Staff Present:** Barb Adams, Lia Escudero Belcher, R.D. Burley, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Jim Hills, Jason Latham, Rebecca Loney, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, Alicia Wilkinson, and Shanda Zimmerman.

### Introduction and Recognition of Guests

Jeanne Crisp and Jennifer DePrey.

### Approval of Agenda

Trustee Kostick 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 Ryan moved to approve the Consent Agenda as presented.

- a) Approval of October 26, 2020 regular meeting minutes;
- b) Approval of October 2020 Sno-Isle Payroll, Benefits, and Vouchers.

#### October 2020

Direct Deposits and Employee Deductions	\$2,115, 516.37
Vendor Checks 70616, 70621, 70700, and 70750 through 70758, plus Electronic Fund Transfers	\$743, 872.20
<b>Total Payroll and Benefits</b>	<b>\$2,859,388.57</b>
Accounts Payable Checks 70478 through 70758 less checks listed above, plus Electronic Transfers	\$1,246,944.92
<b>Total Payroll, Benefits, and Accounts Payable</b>	<b>\$4,106,333.49</b>

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

### Public Comment

Community Member Jeanne Crisp expressed gratitude for Trustee Anamosa's contributions to Sno-Isle Libraries, noted Trustee Anamosa's participation as a Friend of the Langley Library, as a Foundation Board member, and most recently as a member Board of Trustees, and spoke to Trustee Anamosa's advocacy for Sno-Isle Libraries staff and expressed appreciation for how Trustee Anamosa made time to attend staff events throughout her time on the Foundation Board and the Board of Trustees.

### Communications to the Board

There were no communications to the Board.

#### Board of Trustees

Martin Munguia (President) • Susan Kostick (Vice President) • Kelli Smith (Secretary)  
Marti Anamosa • Rose Olson • Paul Ryan • Rico Tessandore

#### Executive Director

Lois Langer Thompson

## Executive Director's Report

### Executive Director's Report

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

#### Meetings with Elected Officials and Stakeholders

- City of Arlington Mayor Barb Tolbert and City Manager Paul Ellis: Arlington Library update discussion.
- Stowe Development & Strategies: Lake Stevens Library programming interview.
- Island County District 1 Town Hall presentation: Sno-Isle Libraries serving Island County.
- Darrington Partial County Library District annual levy meeting.
- Annual Library Capital Facilities Area (LCFA) Governing Body meetings for:
  - Island County LCFAs: Cities of Camano Island and Coupeville.
  - Snohomish County LCFA: City of Snohomish.

As of December 31, 2020, the city of Snohomish's bond obligations will be fulfilled and the Snohomish LCFA will be dissolved.

In accordance with RCW 27.15.030, the governing body of the library capital facility area is comprised of three members of the county legislative authority from each county in which the LCFA is located.

#### Library Updates and Collaborations

- The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) grant applications.
- Sno-Isle Libraries Trustee Handbook: Handbook revisions are currently underway. The updated Handbook is scheduled to be completed by the end of the year.
- The Island County Commissioners have approved Jennifer DePrey's appointment to the Sno-Isle Libraries Board of Trustees. A concurrence request has been sent to the Snohomish County Council.
- On December 15, 2020, the Oak Harbor City Council is scheduled to dissolve the Oak Harbor Library Board.

#### **Strategic Goals Update: *Invest in our people and organization***

Director of Strategic Services David Durante provided information on investing in our people and organization.

#### Staff

Assistant Director of Equity, Inclusion and Development Tricia Lee and the EDI and Talent Development Team have been working in collaboration with the Race, Inclusion, Social Justice, and Equity (RISE) Steering Committee to develop equity, diversity, and inclusion (EDI) training for staff.

#### Recognition

Director of Strategic Services Durante highlighted Congresswoman Pramila Jayapal's nomination of Sno-Isle Libraries for the Institute of Museum and Library Services (IMLS) National Medal for Museum and Library Service.

Director of Strategic Services Durante commended staff for their work on the award application, and expressed gratitude to the 12 community members who provided letters of support.

#### **Strategic Goals Update: *Optimize Library Funding***

Director of Strategic Services David Durante provided information on optimizing library funding.

### Federal Funding

- Under the CARES Act, Sno-Isle Libraries has submitted two economic resiliency grant applications for the amount of \$30,000 each. The first application is centered on worker training and certification, and the second application is centered on technology support for job seekers.
- The Snohomish County Department of Emergency Management will advocate for Sno-Isle Libraries to receive \$184,000 in Federal Emergency Management Agency (FEMA) reimbursements. The reimbursements will help to cover the costs associated with the emergency protective measures taken by the Library.
- Negotiations continue between the Washington State Department of Commerce and Sno-Isle Libraries regarding the purchase of land for the Mariner Community Campus.
- Conversations continue between the City of Lake Stevens and Sno-Isle Libraries regarding the Lake Stevens Community Campus.

### Foundation Funding

Director of Public Services Rebecca Loney provided the Board with information regarding the Home Library Project. The Project's mission is to distribute books to families in need to build their home libraries and is funded by the Sno-Isle Libraries Foundation.

### **Strategic Goals Update: *Enhance Library Services***

Director of Public Services Loney provided information on enhancements to library services.

### Contact-Free Services

- The quarantine time for library materials is now 24 hours. The decision to reduce the quarantine time is based on the most recent scientific research and recommendations.
- In addition to offering Wi-Fi, the libraries began circulating laptops in October.

### In-Building Services

Planning and preparation for limited in-building services includes:

- Furniture rearrangement.
- Updating cleaning protocols.
- Addressing specific location needs.
- Updating policies to support customers and staff.

Sno-Isle Libraries continues to monitor the recommendations of national, state, and local health authorities in preparation for the re-introduction of limited in-building services.

### **Strategic Goals Update: *Create Inspiring Spaces***

Director of Public Services Loney provided information on creating inspiring spaces.

### Digital Experience

Two recent database additions to Sno-Isle Libraries' online collection: *World Book Student* and *Gale In Context*. Both databases provide resources for students and teachers.

### Facilities

Assistant Director of Facilities, Safety, and Security R.D. Burley provided information regarding the ongoing improvements made in response to the COVID-19 pandemic.

Facilities-related improvements include:

- Providing of personal protective equipment.
- Updating cleaning protocols.
- HVAC and air quality updates.
- Installation of touchless appliances.

### **Declaration of Emergency**

Executive Director Thompson reported on the declaration of emergency memo in the November board packet.

There was one emergency declaration to report:

#### Mukilteo Library Broken Glass Pane

On November 8, 2020, the Mukilteo Library reported a broken pane of glass. Due to public safety concerns and potential for further damage, Director of Administrative Services Gary Sitzman declared the situation an emergency. The broken glass was cleaned up and the window was boarded shut until the permanent repair was completed.

The following purchase order was approved during the declared emergency but not competitively bid: EN-17369 Goldfinch Brothers Glass \$2125.92

### **Unfinished Business**

#### **Resolution 20-02**

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve Resolution 20-02: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy limit factor above the Implicit Price Deflator based on substantial need. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

#### **Public Hearing on the 2021 Proposed Budget**

At 5:52 p.m., President Munguia opened the public hearing on the Sno-Isle Libraries 2021 Proposed Budget, as required by state law.

There being no public comment, President Munguia closed the hearing at 5:53 p.m.

#### **2021 Proposed Budget**

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the 2021 Budget as presented. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

#### **Proposed 2021 Board Meeting Schedule**

Executive Director Thompson recommended the Board move the November 30, 2021 board meeting to November 22, 2021.

Trustee Kostick recommended the Board approve the adjusted November meeting date.

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the adjusted 2021 Board Meeting schedule. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

### **New Business**

#### **Resolution 20-03**

Administrative Services Director Sitzman presented a draft of Resolution 20-03: A resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of an increase in the regular property tax levy to be collected in the 2021 tax year.

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve Resolution 20-03: A resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of an increase in the regular property tax levy to be collected in the 2021 tax year. Trustee Smith seconded the motion. The Board unanimously approved the motion.

## **President, Trustee Committees, and Foundation Representative Reports**

### **President's Report**

President Munguia reported on the Executive Committee's work on the Executive Director's review.

### **Board Development / Administration Committee**

Trustee Smith reported on the Board Development / Administration Committee's work on the Trustee Handbook. Trustee Smith also noted the upcoming 2021 Trustee Retreat planning.

### **Strategic Planning / Finance Committee**

Trustee Anamosa reported on the Strategic Planning / Finance Committee's work on the Trustee Handbook.

### **Nominating Committee**

Trustee Ryan, representing the Board Nominating Committee, presented the 2021 slate of officers:

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

The Board is scheduled to vote on the 2021 slate of officers at the January 25, 2021 Board meeting.

### **Foundation Board Representative**

Trustee Olson reported on the following Foundation Board activity:

- The addition of a new Foundation Board Member.
- Board development continues to be a priority of the Foundation Board.

## **Announcements and Comments**

President Munguia acknowledged the departure of Trustee Marti Anamosa from the Board of Trustees. Trustee Anamosa served two terms on the Board.

The Board and staff expressed gratitude for the many contributions Trustee Anamosa has made to the organization and to the communities that Sno-Isle Libraries serves.

## **Executive Session**

President Munguia announced at 6:33 p.m. that the Board would meet in executive session for a period of 20 minutes, pursuant to RCW 42.30.110(1)(g), to discuss the performance of a public employee. The Board is expected to take action when the meeting reconvenes.

The remote Executive Session started at 6:35 p.m.

- At 6:55 p.m. Executive Director Thompson announced that an additional 15 minutes would be needed for Executive Session.
- At 7:10 p.m. Executive Director Thompson announced that an additional 10 minutes would be needed for Executive Session.
- At 7:20 p.m. Executive Director Thompson announced that an additional 10 minutes would be needed for Executive Session.

- At 7:30 p.m. Executive Director Thompson announced that an additional 5 minutes would be needed for Executive Session.
- At 7:35 p.m. Executive Director Thompson announced that an additional 5 minutes would be needed for Executive Session.

The remote Executive Session ended at 7:35 p.m.

### Executive Director Contract

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Executive Director contract for 2021-2023 with an increase to the 2021 annual salary effective Jan 1, 2021. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

The Board expressed gratitude for Executive Director Thompson's work throughout 2020. The Board recognized Executive Director Thompson's proactive, strategic, and conscientious response to the COVID-19 pandemic.

### Adjournment

President Munguia adjourned the meeting at 7:46 p.m.

### Next Meeting

The next regular Board meeting will be held on Monday, January 7, 2021 at 12:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

*Susan Kostick*

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President

*Rose Olson*

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Secretary