

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

February 27, 2023

Meeting Minutes

Granite Falls Library

Call to Order

Vice President Olson called the meeting to order at 5:30 p.m., followed by a land acknowledgment.

Attendees

Members present: Jennifer DePrey, Susan Kostick, and Rose Olson.

Members present via videoconference: Paul Ryan.

Staff present: David Durante, Lindsay Hanson, Alisha Hendren, Meredith Kraft, Jason Latham, Rebecca Loney, Antoinette Morales-Tanner, Chila Oglesby, Chy Ross, Chris Sorenson, and Lois Langer Thompson.

Approval of Agenda

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

Consent Agenda

- a) Approval of the January 23, 2023 regular meeting minutes
- b) Approval of the February 4, 2023 special meeting minutes
- c) Approval of the January 2023 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee Kostick 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.

New Business

Washington State Auditor's Office Exit Conference

Program Manager Kristina Baylor and Assistant State Auditor Josie Parkhurst 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, 2021:

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- 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 reported under Government Auditing Standards were disclosed.

The accountability audit for January 1, 2020 through December 31, 2021 was also performed. The State Auditor's Office issued a report of the results and conclusions of the areas they examined and determined that, "In those selected areas, the District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provide adequate controls over the safeguarding of public resources."

Internet Use Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the internet use policy as presented. The motion passed.

Addendum No. 1 to the Library Annexation Agreement between the City of Edmonds and Sno-Isle Intercounty Rural Library District

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Addendum No. 1 to Library Annexation Agreement between the City of Edmonds and Sno-Isle Intercounty Rural Library District as presented and authorize the Executive Director to sign on behalf of the Library District. The motion passed.

Staff Reports

Vision Assessment

Deputy Director David Durante provided an update on the vision assessment project. Sno-Isle Libraries has contracted the Athena Group to support the work.

Financial Update

Finance Director Alisha Hendren provided the January 2023 financial report.

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Executive Director's Report

Executive Director Thompson highlighted information from the Executive Director's report, including:

- Library staff attendance at Library Legislative Day in Olympia.
- Meetings with elected officials, Trustees, and library staff to discuss capital projects and share design concepts.
- Status reports on library capital projects underway in the following communities:
 - Arlington
 - Darrington
 - Edmonds
 - Langley
 - Lake Stevens
 - Mariner
- Guidelines for staff to manage use of parking lots were developed to support the District's initiative to focus on creating welcoming spaces.
- Certificates and personal notes are being sent to all staff who retire from the organization to acknowledge their work.
- An overview of how purchase costs differ between digital and physical items in the collection.

Committee and Trustees' Reports

President's Report

Vice President Olson reported that the Whidbey Reads team has been selected as the recipient of the 2022 Trustees' Award and will be celebrated at the Employee Recognition Event in March.

Strategic Planning / Finance Committee

Strategic Planning / Finance Committee Chair Jennifer DePrey reported on the following:

- A February 13 meeting to discuss the capital funding campaign.
- June 5 has been selected as the date for the Board-to-Board event.
- A meeting on March 3 to discuss the Collection Development Policy.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick provided the following report:

- A February 13 meeting of the Foundation Board during which 2023 officers were announced.

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- An upcoming recruitment for additional Foundation Board members.
- The 2023 Trudy Sundberg Lecture Series speaker will be Nainoa Thompson.


Trustees' Reports

- Trustee Kostick expressed appreciation for seeing a Sno-Isle Libraries promotion on a Community Transit bus.
- Trustee Olson expressed appreciation for staff at Stanwood and Camano Island Libraries for their assistance with hosting hybrid meetings in the libraries' meeting rooms.

Adjournment

Trustee DePrey moved to adjourn the February 27, 2023 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. Vice President Olson adjourned the meeting at 6:25 p.m.

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President

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Secretary