

# 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

May 30, 2023

Meeting Minutes

Sno-Isle Libraries Service Center

## Call to Order

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

## Attendees

**Members present:** Kelli Smith, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

**Staff present:** R.D. Burley, David Durante, Baha Farkish, Susan Hempstead, Alisha Hendren, Meredith Kraft, Katie Leone, Rebecca Loney, and Lois Langer Thompson.

## Approval of Agenda

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

## Consent Agenda

- a) Approval of the April 24, 2023 regular meeting minutes
- b) Approval of May 4, 2023 special meeting minutes
- c) Approval of the April 2023 Sno-Isle Libraries payroll, benefits, and vouchers

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

## Public Comment

Emma Breysee, Terry Lippincott, Kate Spencer, Abby Reveles, Shelley Whitkop, Lorraine Burdick, Katie Olson, Kim Larson, and Michael Rainey provided public comment in support of Sno-Isle Libraries Employees United.

## New Business

### Business Expense Reimbursement Policy

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees approve the Business Expense Reimbursement Policy as presented. Trustee DePrey provided an overview of the updates to the policy. The motion passed.

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### Unreserved and Reserved Funds Policy

Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees approve the Unreserved and Reserved Funds Policy as presented. Trustee DePrey provided an overview of the updates to the policy. The motion passed.

### Resolution 23-01 concerning the appointment of an auditing officer

Trustee Kostick moved that the Sno-Isle Libraries Board of Trustees approve Resolution 23-01 on appointing an auditing officer. Executive Director Thompson provided an overview of the resolution. The motion passed.

## Staff Reports

### Communications and Marketing Strategy

Marketing and Communications Manager Katie Leone and Assistant Director of Strategic Relations Susan Hempstead shared marketing goals for Sno-Isle Libraries and discussed a refreshed communications strategy that leverages data in the decision-making process. Board members stated their appreciation for the engaging language and artwork in recent marketing campaigns.

### Financial Update

Finance Director Alisha Hendren provided the April 2023 financial report.

## Executive Director's Report

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

- The Economic Alliance of Snohomish County (EASC) Washington, D.C. Delegation.
- Mill Creek City Council and Monroe City Council meetings, at which Executive Director Thompson delivered presentations on library services.
- The May 10, 2023 Everett City Council Budget Committee meeting during which a merger with Sno-Isle Libraries was discussed. At the meeting's conclusion, it was determined that a merger would not be pursued.
- Library service updates, including an Everett Herald article about institutional library services, a contract with BERK Consulting to provide demographic data, the kickoff of the Summer Reading Program on June 1, and the June open house events at the Camano Island Library to explore expanded library access.

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- Capital project updates for the Arlington, Darrington, Edmonds, Langley, Lake Stevens, Mariner, and Mill Creek Libraries.
- Organizational investment updates, including the upcoming recommendations from the Workforce Diversity Advisory Group and the 2023 PC lifecycle refresh.

## Committee and Trustees' Reports

### President's Report

President Smith reported on the June 5 Board-to-Board event, which will be attended by Trustees, the Foundation Board of Directors, and Sno-Isle Libraries staff.

### Strategic Planning / Finance Committee

Chair DePrey reported on the recent committee meeting, during which the committee discussed the Business Expense Reimbursement Policy, the Unreserved and Reserved Fund policy, and the Board and Friends Forum event that will take place in the Fall.

### Trustee Nominating Committee

Chair Ryan reported that over 80 community members have applied to fill the Trustee vacancy. The application period will remain open through June 12, and the Trustee Nominating Committee will meet on June 21 to review the applications.

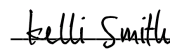
### Sno-Isle Libraries Foundation Liaison Report

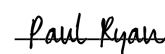
Trustee Kostick reported on the following:

- The Foundation's participation in the 2023 GiveBIG online fundraising event raised over ten thousand dollars.
- The formation of two new committees within the Foundation Board: the Policy Committee and the Donor & Community Engagement Committee.
- The 2023 Trudy Sundberg lecture was canceled due to speaker illness.

## Adjournment

Trustee Ryan moved to adjourn the May 30, 2023 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:49 p.m.

  
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President

  
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Secretary