

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

November 27, 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, Michael Adams, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Carla Ikehara, Meredith Kraft, Daine Lai, Jason Latham, Chila Oglesby, Chy Ross, Lois Langer Thompson, and Nicole Wehl.

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 October 23, 2023 regular meeting minutes
- b) Approval of the November 20, 2023 special meeting minutes
- c) Approval of the October 2023 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.

Unfinished Business

Proposed 2024 Meeting Schedule

President Smith reviewed changes to the 2024 meeting schedule since it was last presented at the October regular meeting. Trustee DePrey moved to approve the 2024 Board of Trustees meeting schedule as presented. The motion passed.

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

Election of 2024 Officers

Nominating Committee Chair Kostick presented the following list of officers for 2024:

- Rose Olson – President
- Paul Ryan – Vice President
- Jennifer DePrey – Secretary

Chair Kostick called for additional nominations from the floor. With no additional nominations, the list of officers for 2024 was declared elected by acclamation.

2024 Budget

Executive Director Thompson presented the proposed 2024 operating budget for adoption later in the meeting.

Trustee Adams joined the meeting during the budget presentation.

Resolution 23-03: Regarding the Property Tax Levy

Executive Director Thompson provided background on the process for review and approval of the property tax levy and information on the request for 2024. Trustee Ryan moved to approve Resolution 23-03: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. The motion passed.

New Business

Resolution 23-04: Adoption of the Sno-Isle Intercounty Rural Library District's 2024 Budget

Executive Director Thompson presented Resolution 23-04. Having reviewed the proposed budget earlier in the meeting, Trustee Olson moved the Board of Trustees approve Resolution 23-04: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of the Library District's 2024 Budget. The motion passed.

Resolution 23-05: Authorizing the Use of the Darrington Building Reserve Fund

Deputy Director David Durante presented Resolution 23-05. Trustee DePrey moved the Sno-Isle Libraries Board of Trustees adopt Resolution 23-05 to authorize the use of the Darrington Building Reserve Fund for capital improvements for the Darrington Library. The motion passed.

Staff Reports

Financial Update

Finance Manager Nicole Wehl provided the November 2023 financial report.

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

Executive Director's Report

Executive Director Thompson highlighted information from the Executive Director's report and provided the following updates on the strategic goals, including:

Enhance Library Services

- Progress on the Vision Assessment and Community Data, which will be presented at the January regular meeting.
- The initiation of a four-month pilot project in collaboration with Snohomish County Human Services to bring a social worker to the Mariner and Lakewood/Smokey Point libraries.
- Welcoming home school communities into libraries across the Library District to learn about library resources.
- Staff partnering at community events, including the Stillaguamish Tribe Community Center and the Focus on Farming event at the Evergreen State Fair Park to provide library card sign-ups and information on library resources.
- Engaging readers and writers with programs including a novel-writing workshop and the Grown-up Book Fair.
- Free skin cancer screenings at the library, where 54 community members were screened by doctors.

Create Inspiring Spaces

- Capital project updates for the Lake Stevens, Langley, and Edmonds libraries.
- The development of the Ownership Strategy Administrative Policy. An update on the policy will be presented at a 2024 regular meeting.

Invest in our People and our Organization

- Further progress on the Business Continuity Plan, sections of which will be presented to the Board as they are completed.
- Community Resiliency Plan highlights, including the four areas of focus for Sno-Isle Libraries: Support, Learn, Mitigate, and Adapt.

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

Committee and Trustees' Reports

President's Report

President Smith and the Board of Trustees made remarks congratulating Executive Director Thompson on her five-year anniversary with Sno-Isle Libraries and expressed appreciation for her contributions to the organization since she took leadership in 2018.

Sno-Isle Libraries Foundation Liaison Report

Trustee DePrey, who attended the Foundation's previous meeting in place of Trustee Kostick, reported on the following:

- The successful Author Salon event with Rena Priest at the Mukilteo Library
- The dissolution of the Marysville Friends of the Library group, with remaining funds being transferred to the Foundation.
- A grant secured by the Foundation that will drive collaborative efforts with Skagit Valley College and the Oak Harbor School District to develop and implement strategies to increase higher education enrollment.
- The approval of the Foundation's 2024 budget.

Executive Session

President Smith announced at 6:38 p.m. that the Board would meet in Executive Session for 20 minutes as authorized under RCW 42.30.110(1)(g) to discuss the performance of a public employee. The Executive Session will conclude at 6:58 p.m. The Board is expected to take action on the Executive Director contract after the regular meeting reconvenes.

At 6:58 p.m., President Smith announced that the executive session would be extended for 10 minutes to conclude at 7:08 p.m.

At 7:08 p.m., the President Smith reconvened the regular meeting.

Executive Director Contract

Trustee Munguia moved that the Sno-Isle Libraries Board of Trustees authorize President Smith to negotiate an updated employment contract with the Executive Director. The motion passed.

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

Adjournment

Trustee Olson moved to adjourn the November 27, 2023 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 7:09 p.m.

Rose Olson

President

Jennifer DePrey

Secretary