

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Rose Olson, *President* • Paul Ryan, *Vice President* • Jennifer DePrey, *Secretary* • Michael Adams • Griselda Guevara-Cruz • Susan Kostick • Martin Munguia

Executive Director

Lois Langer Thompson

April 29, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present: Rose Olson, Martin Munguia, and Paul Ryan.

Members present via videoconference: Griselda Guevara-Cruz.

President Olson confirmed quorum.

Staff present: Barb Adams, David Brown, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Vanesa Gutierrez, Lindsay Hanson, Susan Hempstead, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Rebecca Loney, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

Consent Agenda

- a) Approval of the March 25, 2024 regular meeting minutes
- b) Approval of the March 25, 2024 special meeting minutes
- c) Approval of the March 2024 payroll, benefits, and vouchers

Trustee Munguia 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.

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New Business

Planning and Fund Development Director Loney reviewed the principles applied to Board policy development, including an emphasis on being customer-centered, a focus on equity, diversity, and inclusion, and keeping the policy easy to read and understand.

Customer Use of Library Spaces Policy

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Customer Use of Library Spaces Policy as presented. Library Services Committee Chair Munguia invited Director Loney to present the policy updates, including the addition of example illegal conduct that may be referred to authorities. The motion passed.

Donation Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Donation Policy as presented. Library Services Committee Chair Munguia invited Director Loney to present the policy updates, including the addition of information about the roles of the Sno-Isle Libraries Foundation and the Friends of the Library groups. The motion passed.

Library Facility Ownership Policy

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Library Facility Ownership Policy as presented. President Olson invited Director Loney to present the policy updates, including the addition of information regarding various types of building expenses and funding options. The motion passed.

Site Selection and Ownership Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Customer Use of Library Spaces Policy as presented. President Olson invited Director Loney to present the policy updates, including the updates to the policy wording that reduced redundancy and provided clarification.

Staff Reports

Partnerships Presentation

Assistant Director of Strategic Relations Susan Hempstead and Community Engagement Manager Vanesa Gutierrez provided an update on strategic relations at Sno-Isle Libraries. The report reviewed the Strategic Alliance Policy and highlighted the Library District's existing and prospective regional partnership opportunities, including resource sharing initiatives, joint programming and outreach, and strategic community investments.

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Financial Update

Finance Manager Nicole Wehl provided the April 2024 financial report.

Executive Director's Report

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

Enhance Library Services

- A summer wellness program for thousands of Snohomish County staff that includes a summer reading bingo card prompting employees to take actions like getting a Sno-Isle Libraries card, attending a library program, reading a book by a BIPOC author, and more.
- Participation by the Monroe Library in the Monroe Equity Council's three summer events: Pride, Juneteenth, and Belonging.
- A partnership between the Granite Falls Library and the Granite Falls School District to offer a planetarium program offered by the Pacific Science Center.
- Two popular programs hosted at the Camano Island Library inspired by the Sno-Isle Library Reads selection *Hollow Kingdom*.
- A visit by Camano Island Library staff to Elger Bay Elementary to encourage 70 participants in the "Third Graders Read Together" to keep reading.
- The success of the first "Family, Flashlight, Forts, & Frivolity" after-hours program at the Arlington Library.
- The continuation of the successful plant and seed sharing program at the Arlington Library in partnership with a local gardening group.
- The addition of twelve stops to the Library on Wheels route in March, including Books Before Bedtime at Pathfinder Kindergarten Center, Prime Time visits in Sultan, Lake Stevens, and Granite Falls, and the Community Transit Block Party celebrating the opening of the new Swift Orange Line in Lynnwood.
- The Oak Harbor Library exhibition of artwork by second grade students from Olympic View Elementary School.
- The new "STEAM Sundays" drop-in programs at the Freeland Library for school-aged children. The March program explored chain reactions with dominos, marbles, and more.

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Optimize Funding

- Snohomish County is promoting the Library District's digital equity program that is supported by a \$1.5 million ARPA grant. These funds are being used to expand the laptop and Wi-Fi checkout and digital navigation programs.
- Sno-Isle Libraries and the Sno-Isle Libraries Foundation have signed the 2024 addendum to the Master Agreement.

Create Inspiring Spaces

- Capital project updates for the Mariner, Lake Stevens, Langley, and Mill Creek libraries.

Invest in our People and our Organization

- The development of the Ideas into Action Strategy which acknowledges that ideas can start anywhere in an organization and formalizes the process of moving ideas into implementation.
- Presentation of the demographic report by Assistant Director of Equity, Inclusion, and Development Tricia Lee and Equity, Diversity, and Inclusion Manager Samit Bordoloi to the Leadership Team. The data is being imbedded into organizational planning.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The Executive Director search process. A committee of Trustees, library staff, and community members will conduct interviews with semifinalists in early June.
- The reevaluation of regular meeting locations for the balance of the year. More information will be provided at the May meeting. No changes are planned for the Board meeting schedule.

Sno-Isle Libraries Foundation Liaison Report

Trustee Munguia reported on the following updates from the Sno-Isle Libraries Foundation:

- Langley Mayor Kennedy Horstman sent a note of thanks to the Foundation for amplifying indigenous voices and bringing speakers to the Whidbey Island community during the annual Trudy Sundberg Lecture Series events in the spring.
- An increase in the number of donors through the Library Giving Day Campaign. The campaign brought in over \$48,000 in donations.
- The April 24 planned giving webinar co-hosted by the Sno-Isle Libraries, Seattle Public Library, and King County Library System foundations.

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- A two-year contract between the Sno-Isle Libraries Foundation and FreeWill designed to encourage planned giving.
- Questions from the Foundation Board on topics including the status of the Executive Director search and future opportunities for the two Boards to meet.

Adjournment

Trustee Ryan moved to adjourn the April 29, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:24 p.m.

Rose Olson

President

Jennifer DePrey

Secretary