

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

March 25, 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, Susan Kostick, Martin Munguia, and Paul Ryan.

Members present via videoconference: Jennifer DePrey, Griselda Guevara-Cruz.

Members present via teleconference: Michael Adams.

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Casey Gabehart, Bryan Gabehart, Lindsay Hanson, Carla Ikehara, Meredith Kraft, Diane Lai, Rebecca Loney, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

Consent Agenda

- a) Approval of the February 26, 2024 regular meeting minutes
- b) Approval of the February 2024 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.

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

New Business

Resolution 24-01: Mill Creek Reserve Fund

Finance Manager Nicole Wehl presented Resolution 24-01 authorizing the use of the Mill Creek Building Reserve Fund. The renovations to the Mill Creek Library will increase the accessibility, resiliency, and sustainability of the library facility for the community. Trustee Ryan moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-01: A resolution of the Sno-Isle Intercounty Rural Library District authorizing the use of the Mill Creek Building Reserve Fund for capital improvements for the Mill Creek Library. The motion passed.

Declaration of Surplus Assets

Finance Manager Carla Ikehara presented information regarding the items proposed for surplus. Trustee Kostick moved the Sno-Isle Libraries Board of Trustees declare the following items surplus and authorize the disposal of each in a cost effective and efficient manner:

- 2009 Dodge Caravan, VIN 2D4HN11E59R659167
- Triumph 5551-06 Hydraulic Paper Cutter, Serial Number 6311416

The motion passed.

Trustee Michael Adams joined the meeting via teleconference.

Staff Reports

2023 Human Resources Report

Human Resources director Barb Adams presented 2023 Human Resources report, highlighting employment activity, trends in staff diversity, and an increase in public records requests.

Financial Update

Finance Manager Nicole Wehl provided the March 2024 financial report.

Executive Director's Report

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

Enhance Library Services

- Optimized search strategies implemented by the digital experience team that are connecting customers who speak languages other than English with information, materials, and services from Sno-Isle Libraries.

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

- New outreach strategies for the Summer Reading program to build excitement with Spanish-speaking families.
- An update on the word of the Discovery and Design team, including the upcoming launch of the first Community Collection at the Suds and Duds in Lakewood this summer.
- Work underway by Feasibility Teams to evaluate a program for teen interns, a STEM mobile, and new services to Spanish speakers.
- A citizenship ceremony that took place at the Mountlake Terrace Library that was a historic first for both Sno-Isle Libraries and U.S. Citizenship and Immigration Services.
- A hybrid programming pilot taking place at the Lake Stevens Library which was well-attended and increased program accessibility.
- A status update on the Sunday self-service pilot at the Lake Stevens Library.
- An increase in the laptop usage at the Clinton Library since adding an additional table.
- An increase in afternoon and evening library by families at the Langley Library temporary location in the Community Center.
- The first Community Reads customer event at the Coupeville Library, "Dark Colors, Bright Lives: Ravens, Crows, and Jays."
- Participation at the 55+ Fair at the Camano Community Center, where staff signed up new customers and promoted library resources and services.
- The return of volunteers to the Stanwood Library, including volunteers and job coaches from the Stanwood-Camano School District's Adult Transition Program.

Optimize Funding

- The Langley supplemental grant that allows Sno-Isle Libraries to fully complete the remodel project.

Create Inspiring Spaces

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

Invest in our People and our Organization

- The completion of the Person-in-charge training, which received positive reviews from staff.

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

- The return of staff drop-in sessions, which allow staff to come together virtually to ask questions and share ideas, concerns, and feel-good stories about their work.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- An Executive Committee meeting, during which the committee selected Partner Fred Pabst of executive search firm Herd Freed Hartz to lead the Executive Director search process.
- The formation of an ad hoc committee comprised of President Olson and Trustees Kostick and Mungia to review the Executive Director job description.
- Upcoming meetings of the Library Services and Management Committees, during which the following policies will be reviewed:
 - Customer Use of Library Spaces Policy.
 - Donation Policy.
 - Library Facility Ownership Policy.
 - Site Selection and Acquisition Policy.
- Updates to the Trustees recruitment timeline.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick provided updates from the Foundation including the Trudy Sundberg Lecture Series events held on March 15 and March 22 at the Whidbey Island Center for the Arts.

Employee Recognition Event

Trustee Paul Ryan reported on the successful March 21 Employee Recognition Event celebrating staff who have reached milestone years of service and the annual employee recognition awards including the Trustees' Award.

Adjournment

Trustee Kostick moved to adjourn the March 25, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:03 p.m.



President



Secretary