

# 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

September 23, 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, Michael Adams, Jennifer DePrey, Griselda Guevara-Cruz, Susan Kostick, and Martin Munguia.

President Olson confirmed quorum.

**Staff present:** David Durante, Baha Farkish, Bryan Gabehart, Lindsay Hanson, Meredith Kraft, Jason Latham, Janella Lewis, Rebecca Loney, Chila Oglesby, Phil Spirito, Lois Langer Thompson, and Nicole Wehl.

### 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 July 18, 2024 special meeting minutes
- b) Approval of the July 22, 2024 regular meeting minutes
- c) Approval of August 27, 2024 special meeting minutes
- d) Approval of September 5, 2024 special meeting minutes
- e) Approval of the July 2024 payroll, benefits, and vouchers
- f) Approval of the August 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

### 2025 Budget Introduction

Executive Director Thompson presented the 2025 budget philosophy, timeline, and the focus on equity, accessibility, and organizational sustainability. The 2025 budget preliminary estimates will be presented for discussion at the October 15, 2024 special meeting.

### Resolution 24-03 Charging Fees for Public Records

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-03 relating to charge fees for public records. Planning and Fund Development Director Rebecca Loney presented an overview of the resolution and led a discussion with the Trustees. The motion passed.

### Resolution 24-04 Public Disclosure Indexing

Trustee Adams moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-04 to declare public disclosure indexing as unduly burdensome. Planning and Fund Development Director Rebecca Loney presented an overview of the resolution and led a discussion with the Trustees. The motion passed.

### Acceptance of Art for Darrington Library

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees accept the donation of the *Tango Moon* sculpture for the Darrington Library. Executive Director Lois Langer Thompson presented information about the donation and the artist, Georgia Gerber. The motion passed.

## Staff Reports

### Self-service Hours

Assistant Director of Information Technology Jason Latham and Assistant Director of Community Libraries David Brown shared an update on the Self-service Hours pilot taking place at the Camano Island, Coupeville, Granite Falls, and Lake Stevens libraries. Staff will gather data for the pilot through 2025 to evaluate the initiative.

### Financial Update

Finance Director Janella Lewis presented the September 2024 financial report.

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## Executive Director's Report

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

### Enhance Library Services

- Ongoing work on the Services to Spanish Speakers initiative.
- A successful Mariner Fest event with over 2,200 attendees.
- Staff engagement with kids and families at back-to-school events in Monroe, Marysville, Camano Island, and Arlington libraries.
- Partnership with the Snohomish School District and the Snohomish Community Food Bank to bring the Kids' Café food truck to the Snohomish Library parking lot.
- Community engagement programs in the month of August, including:
  - Sultan Library participation in the Party in the Park event to raise awareness about teen suicide.
  - A Camano Island Library program, *Stop the Bleed*, where participants learned how to act as an immediate responder.
  - A Stanwood Library program about supernatural investigations held in partnership with the Community Resource Center of Stanwood-Camano.
  - Stanwood Library and Library on Wheels outreach at the Stanwood City Touch-a-Truck event.
  - The Darrington Library "Making Your Money Count" program held in partnership with Everett Goodwill which featured the Digital Equity Bus.
  - A Dementia Friends event at the Darrington Library in partnership with the University of Washington Memory and Brain Wellness Center.
  - Stay-and-plays held at the Lakewood/Smokey Point Library.
  - A Water Wise Gardening program held at the Lakewood/Smokey Point Library.

### Create Inspiring Spaces

- Capital project updates for the Darrington Mill Creek, Lake Stevens, Langley, and Mariner libraries.
- Library improvement projects at the Coupeville, Lakewood/ Smokey Point Monroe, and Snohomish libraries.
- Access and security improvements at the Granite Falls Library in support of Self-service Hours operations.

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### Invest in our People and our Organization

- Internal rollout of the demographic report and subsequent community library engagement strategy meetings.
- The release of the Workforce Diversity Advisory Committee's final recommendations, which are now with the Human Resources Department.
- Planning efforts for the 2025 all-staff day, SILCON.
- Instructional design and facilitation support for "Leading Through Challenging Times" supervisor conversation groups.
- Person-in-charge (PIC) training, which included the following subjects:
  - PIC Process and Customer Conduct.
  - Communicating with Customers Effectively and De-escalating Conflict and Hostility in the Library.
  - What do I do? Strategies for Addressing Sexual Harassment from Patrons in the Library.
- Ongoing review of administrative policies to ensure compliance with the collective bargaining agreement.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- The recent Executive Committee meeting, during which the 2024 calendar, Public Records Act Resolutions, and Executive Director onboarding were discussed.
- The appointment of Trustee Adams as the chair of the Officer Nominating Committee.
- Attendance at the Lake Stevens Library Groundbreaking event, which was also attended by Trustees Kostick and Ryan.

### Trustee Nominating Committee Report

Committee Chair DePrey reported on the Board's request to Snohomish County Council regarding the appointment of Marysville resident Kay Crull to the 2025 vacant position on the Sno-Isle Libraries Board of Trustees.

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### Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the work of the Sno-Isle Libraries Foundation:

- A recent presentation by Sno-Isle staff regarding the demographics study.
- A meeting between Sno-Isle Libraries Executive Director Lois Langer Thompspon and Foundation Executive Director Christina Kourteva to discuss the 2025 addendum to the memorandum of understanding.
- The Foundation's upcoming strategic planning retreat.
- The transition to Mailchimp for donor emails.
- The Foundation Board's approval of the Policy Management Policy.
- Financial contributions from the Foundation for the Mariner Fest event.

### Adjournment

Trustee Munguia moved to adjourn the September 23, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:41 p.m.

  
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President

  
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Secretary