

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Eric Howard

January 27, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 5:35 p.m., followed by a land acknowledgment.

Attendees

Members present: Rose Olson, Michael Adams, Kay Crull, Jennifer DePrey, Griselda Guevara-Cruz, Susan Kostick, and Paul Ryan.

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Bryan Gabehart, Lindsay Hanson, Eric Howard, Monica Jackson, Diane Lai, Jason Latham, Tricia Lee, Janella Lewis, and Jessica Russell.

Approval of Agenda

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

Executive Director Report

Executive Director Eric Howard highlighted information from the Executive Director's report.

Consent Agenda

- a) Approval of the November 25, 2024 regular meeting minutes
- b) Approval of the January 7, 2025 special meeting minutes
- c) Approval of the November 2024 payroll, benefits, and vouchers
- d) Approval of the December 2024 payroll, benefits, and vouchers

Trustee DePrey moved 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

Resolution 25-01 Honoring Rebecca Loney

Trustee Ryan moved to adopt Resolution 25-01 honoring Rebecca Loney. Executive Director Howard shared highlights from former Planning and Fund Development Director Loney's tenure at Sno-Isle Libraries. The motion passed.

Resolution 25-02 Honoring Dan Gottlieb

Trustee Crull moved to adopt Resolution 25-01 honoring Dan Gottlieb. Executive Director Howard highlighted key support from Attorney Dan Gottlieb during his years providing legal support to Sno-Isle Libraries. The motion passed pending revision of the removal of the final "whereas" clause. The revised resolution will be presented for final action at a future meeting.

Resolution 25-03 Appointment of an Auditing Officer

Trustee Kostick moved to adopt Resolution 25-03 regarding the appointment of an auditing officer. Finance Director Janella Lewis presented the resolution. The motion passed.

Resolution 25-04 Changes to Petty Cash and Imprest Fund Authorization Procedures

Trustee Adams moved to adopt Resolution 25-04 regarding changes to petty cash and imprest funds authorization procedures. Finance Director Lewis presented the resolution. After discussion, Trustee Adams withdrew the original motion and moved for the matter to be tabled. The motion passed.

Declaration of Surplus Asset

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees declares the following item surplus and authorizes disposal in a cost effective and efficient manner:

2008 Chevrolet Kodiak C4500 - VIN 1GBC4C1G08F406954

Finance Director Lewis reviewed the practice for disposal of surplus assets. The motion passed.

Staff Reports

Financial Update

Finance Director Janella Lewis presented the January 2025 financial report.

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Workforce Diversity Advisory Group Update

Arlington Library Manager Monica Jackson and Mariner Library Manager Bryan Gabehart presented an overview of the Workforce Diversity Advisory Group's history and process to develop recommendations for adapting hiring practices at Sno-Isle Libraries. Assistant Director of Human Resources Melinda Armstrong reviewed the Human Resources Department's role and next steps in the implementation of adopted recommendations.

2024 State of the Collection

Assistant Director of Collection Development Jessica Russell reviewed 2024 Sno-Isle Libraries collection performance and provided information about current trends, circulation statistics, and successes.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The January 16 Executive Committee meeting.
- The 2025 Board of Trustees calendar.
- 2025 Board of Trustees committee appointments as follows:
 - Management Committee: Trustee Kostick (Chair) and Trustee Crull.
 - Library Services Committee: Trustee Adams (Chair) and Trustee Guevara-Cruz.
- The appointment of Trustee Ryan as 2025 liaison to the Sno-Isle Libraries Foundation.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the Foundation's recent strategic planning retreat.

Adjournment

Trustee Ryan moved to adjourn the January 27, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 7:14 p.m.



President



Secretary