

# 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

June 23, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

### Call to Order

President Olson called the meeting to order at 5:32 p.m., followed by a land acknowledgment.

### Attendees

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

**Members present via videoconference:** Paul Ryan

President Olson confirmed quorum.

**Staff present:** Barb Adams, David Durante, Nick Fuchs, Eric Howard, Meredith Kraft, Diane Lai, Jason Latham, Janella Lewis, Jessica Russell, Nicole Wehl, and Shanda Zimmerman.

### Approval of Agenda

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

### Executive Director Report

Executive Director Eric Howard reviewed information from the Executive Director's report and discussed connection opportunities with community leaders, STARS training provided by the Library District to educators, and recent online and in-person library programs.

### Consent Agenda

- a) Approval of the May 27, 2025 regular meeting minutes
- b) Approval of the May 2025 payroll, benefits, and vouchers

Trustee Crull 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.

Trustee Adams joined the meeting.

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## New Business

### Internal Financial Controls Presentation

Finance Director Janella Lewis highlighted the importance of financial controls and the Board's role in the library district's oversight. Future presentations to the Board will include the topics of the Whistleblower administrative policy, risk management, and ethics.

### Collection Development Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Collection Development Policy as presented.

### Internet Use Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Internet Use Policy as presented.

### Confidentiality of Library Records and Customer Files

Trustee Crull moved the Sno-Isle Libraries Board of Trustees approve Confidentiality of Library Records and Customer Files Policy as presented and change the name to "Confidentiality of Library Records and Customer Data Policy."

## Finance Report

### May Financial Update

Finance Director Janella Lewis presented the June 2025 financial report.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- Board of Trustees retreat planning is underway and the committee is close to confirming the date.
- The two Snohomish County positions that will become vacant on January 1 are those of Trustees Kostick and Ryan.

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### Trustee Nominating Committee Report

Committee Chair Guevara-Cruz reported on the following:

- A meeting to discuss the application questions and review the process timeline.
- Both vacant seats are open to Snohomish County residents.
- The communication plan to promote the vacancy to Snohomish County residents, including a request to share the application to each Trustee's network.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the Foundation's June 16 meeting:

- Early Literacy Service Coordinator Joy Feldman presented information about early literacy programs in the District, many of which are supported by the Foundation.
- The Foundation supported Pride Month for 11 locations within the Sno-Isle Libraries District service area.
- Foundation Executive Director Christina Kourteva's recent attendance at a public libraries fundraising conference.

### Adjournment

Trustee DePrey moved to adjourn the June 23, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:40 p.m.

*Rose Olson*

President

*Jennifer DePrey*

Secretary