

# 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

July 28, 2025

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, Kay Crull, Griselda Guevara-Cruz, Jennifer DePrey, and Susan Kostick.

President Olson confirmed quorum.

**Staff present:** Barb Adams, Michelle Callihan, David Durante, Sonia Gustafson, Cassie Hanson, Eric Howard, Meredith Kraft, Jason Latham, Janella Lewis, Jessica Russell, and Shanda Zimmerman.

### Approval of Agenda

Trustee Crull 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 highlighted the community survey. On Friday afternoons, Executive Director Howard visits community libraries and works alongside staff performing various functions.

Trustee Adams joined the meeting.

### Consent Agenda

- a) Approval of the June 23, 2025 regular meeting minutes
- b) Approval of the June 2025 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

Staff member Kim Larson made a comment to the Board regarding Executive Director Howard's outreach activities to staff since joining the organization.

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## New Business

### Collection Trends Presentation

Assistant Director of Collection Services Jessica Russell presented library collection statistics and discussed the role of artificial intelligence in publishing. Assistant Director Russell highlighted that the Library District uses Polaris as circulation infrastructure.

### Services to Childcare Centers

Library on Wheels Manager Sonia Gustafson highlighted the ways the Library on Wheels team serves the childcare centers in the Library District's service area, noting a variety of service options based on each childcare center's needs.

### Capitalized Asset / Small and Attractive Asset Management Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Capitalized Asset / Small and Attractive Asset Management Policy as presented. Management Committee Chair Kostick and Finance Director Janella Lewis presented the policy updates, which include an update to the definition of capital asset and minor grammatical changes. The motion passed.

### Conflict of Interest Policy

Trustee Adams moved the Sno-Isle Libraries Board of Trustees approve the Conflict of Interest Policy as presented. Management Committee Chair Kostick and Finance Director Janella Lewis presented the policy updates, which include expanding the policy to include all Library District staff. The motion passed.

### Purchasing and Public Works Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Purchasing and Public Works Policy as presented and change the name to "Procurement Policy." Management Committee Chair Kostick and Finance Director Janella Lewis presented the updated policy, which incorporates the key pillars of public procurement. The motion passed.

## Finance Report

### Financial Update

Finance Director Lewis presented the July 2025 financial report.

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## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- There is no regular meeting of the Board of Trustees in August.
- The upcoming "Burn the Bond" ceremony to celebrate the end of the tax levy for the Camano Island Library.

### Trustee Nominating Committee Report

Committee Chair Guevara-Cruz reported on the following:

- Almost 100 applications were received, which is consistent with previous years' response.
- The Trustee Nominating Committee meets on July 1 to finalize the interview questions.
- Trustee Nominating Committee members will meet to select applicants who will be interviewed.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Adams reported on the Foundation's previous meeting:

- The Foundation's vote to authorize Foundation Executive Director Christina Kourteva and Sno-Isle Libraries Finance Director Janella Lewis as authorized signers on the Foundation's bank accounts.
- A discussion of the fundraising timeline for the Mariner project.
- The Foundation's support of events promote legacy giving.

### Trustee Reports

Trustee Kostick reported on the American Library Association in Philadelphia. Trustee Kostick attended sessions about intellectual freedom, recent legislation affecting libraries, and the impact of artificial intelligence on cataloguing and collections.

## Adjournment

Trustee DePrey moved to adjourn the July 28, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 7:07 p.m.

*Rose Olson*

President

*Jennifer DePrey*

Secretary