CALL TO ORDER

President Marti Anamosa called the meeting to order at 5:02 P.M. at the Marysville Service Center.

ROLL CALL

Members Present: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Kelli Smith, Rico Tessandore

Staff Present: Barbara Adams, Lia Belcher, Rebecca Loney, Jack Schumacher, Gary Sitzman, Jonalyn Woolf-Ivory

INTRODUCTION AND RECOGNITION OF GUESTS

There were no guests.

APPROVAL OF AGENDA

Ms. Kostick moved to approve the agenda as amended. Ms. Olson seconded the motion. The Board unanimously approved the motion.

CONSENT AGENDA ITEMS

Ms. Olson moved to approve the Consent Agenda:

- Approval of Minutes of July 23, 2018 Regular Meeting
- Approval of Minutes of August 17, 2018 Special Meeting
- Approval of Minutes of August 27, 2018 Regular Meeting
- Approval of July 2018 Sno-Isle Payroll, Benefits and Vouchers
  
  | Description                                                                 | Amount          |
  | Direct Deposits and Employee Deductions                                     | $1,996,591.38   |
  | Vendor Checks 63428, 63440, 63458, 63470, 63498, 63532, 63558, 63589 and 63663 through 63672, plus Electronic Fund Transfers | $648,840.82    |
  | **Total Payroll and Benefits**                                              | **$2,645,432.20**|
  | Accounts Payable Checks 62427 through 63672 less checks listed above, plus Electronic Transfers | $982,247.25    |
  | **Total Payroll, Benefits and Accounts Payable**                           | **$3,627,679.45**|

- Approval of August 2018 Sno-Isle Payroll, Benefits and Vouchers
  
  | Description                                                                 | Amount          |
  | Direct Deposits and Employee Deductions                                     | $2,006,754.19   |
  | Vendor Checks 63673, 63702, 63853, 63882, 63942 and 63965 through 63973, plus Electronic Fund Transfers | $688,237.13    |
  | **Total Payroll and Benefits**                                              | **$2,694,991.32**|
  | Accounts Payable Checks 63673 through 63974 less checks listed above, plus Electronic Transfers | $1,036,329.51    |
  | **Total Payroll, Benefits and Accounts Payable**                           | **$3,731,320.83**|
Mr. Munguia seconded the motion. The Board unanimously approved the motion.

PUBLIC COMMENT

There was no public comment.

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

EXECUTIVE DIRECTOR’S REPORT

Ms. Woolf-Ivory highlighted the information included in the day packet:

- An invitation to attend the ALA Midwinter Meeting and Exhibits held on January 25 – 29, 2019 in Seattle.
- An article published by *The Atlantic* highlighting the importance of libraries.
- The remarks David Durante presented at the *Mariner Community Campus* partnership meeting held on August 23, 2018.
- The Granite Falls Library Capital Facility Area’s draft resolution dissolving the Granite Falls Library Capital Facility Area.

Ms. Woolf-Ivory highlighted the efforts of both the IT department and the Public Services department that created a desktop shortcut on the public computers leading to the Washington state voter registration page.

Ms. Woolf-Ivory corrected the September Executive Director’s report to include Martin Munguia to the Executive Director Onboarding Ad Hoc Committee.

Ms. Woolf-Ivory informed the Board that the library ballot boxes have been unlocked.

Ms. Woof-Ivory informed the board that on Tuesday, September 25, 2018 (Voter Registration Day) the League of Women Voters were at 10 Sno-Isle Libraries assisting in voter registration.

Ms. Woof-Ivory highlighted the Communication department’s podcast.

Ms. Woof-Ivory informed the Board that Sonia Gustafson accepted the newly created Friends of the Library Engagement position for one year.

Ms. Woof-Ivory announced Mr. Debele’s departure from the Board of Trustees. Ms. Woolf-Ivory and Ms. Anamosa will coordinate filling the vacancy with the Snohomish County Executive’s Office.

Ms. Woolf-Ivory reported Ken Harvey and Rebecca Loney were invited to Kitsap Regional Library to share Sno-Isle Libraries’ experience with Bibliocommons and customer privacy.

Ms. Woolf-Ivory updated the Board regarding two additional agenda items:

- A draft amendment to the agreement with the *Darrington Partial County Library District*
- Possible actions regarding the approval of purchase orders EN-12316, 12209, 12210, and 12366.
Ms. Woolf-Ivory reported that both she and Ms. Anamosa attended the Mukilteo Library’s 20th anniversary open house.

**UNFINISHED BUSINESS**

**Sno-Isle Libraries Foundation Update (Discussion Item)**

Mr. Munguia reported that the Foundation Board discussed the selection process of the New Executive Director and expressed their appreciation to the Sno-Isle Libraries Board for their execution of the selection process.

Mr. Munguia reported that the revenue from the Foundation’s, *Maria Semple* event held on September 5, 2018 generated a total of $27,621, exceeding the goal set by the Foundation.

**Executive Director Transition (Discussion Item)**

Ms. Olson informed the Board of the changes made to the Executive Director’s on-boarding packet.

Ms. Olson expressed her gratitude to Susan Hempstead and Jim Hills for their help with the onboarding packet.

Ms. Olson informed the Board that both Ms. Anamosa and Ms. Olson will meet with Ms. Langer-Thomson to gather input regarding the onboarding process.

Ms. Olson informed the Board that draft work goals will be presented to Ms. Langer-Thompson at the December 10, 2018 board meeting. A workshop meeting will be held on October 22, 2018 at 3:00 P.M. to prepare the goals.

**Mariner Community Campus (Discussion Item)**

Ms. Woolf-Ivory provided a summary of the *Mariner Community Campus* meeting held on August 23, 2018.

Ms. Woolf-Ivory announced there would be a media event on October 29, 2018 at 11:30 A.M. at the Mariner Library featuring each of the community partners.

**NEW BUSINESS**

**Reserve Funds (Discussion Item)**

Ms. Woolf-Ivory recommended a transfer of funds from the *Levy Rate Stabilization Reserve* to the *Emergency Reserve Fund* and the *Self-Insurance Reserve Fund*.

The Board directed staff to place the reserve funds transfer as an action item on the October agenda.

**Camano Island Library Advisory Board Appointment (Action Item)**

Ms. Olson moved the Sno-Isle Libraries Board of Trustees appoint:

- Lily Cunningham to the Camano Island Library Advisory Board for a one-year student appointment commencing on July 1, 2018.
• Karen Schmidt to the Camano Island Library Advisory Board for a three-year term commencing on July 1, 2018.

Mr. Munguia seconded the motion. The Board unanimously approved the motion.

2019 Draft Preliminary Budget Proposal (Discussion Item).

Ms. Woolf-Ivory and Mr. Sitzman provided a summary of revenue and expenditures outlined in the draft budget proposal.

Resolution 18-03 Recognizing Friends of the Library Week (Action Item).

Mr. Munguia moved the Sno-Isle Libraries Board of Trustees adopt Resolution 18-03 recognizing Friends of the Library Week – the week of October 21 – 27, 2018. Ms. Kostick seconded the motion. The Board unanimously approved the motion.

Darrington Partial County Library District (Discussion Item).

Ms. Woolf-Ivory provided information regarding the Darrington Partial County Library District.

Purchase Order Approval (Action Item).

Ms. Kostick moved the Sno-Isle Libraries Board of Trustees approve purchase order EN-12316 in the amount of $350,266.96 for the purchase of the Nutanix System, including three years of system support. Rose Olson seconded the motion. The Board unanimously approved the motion.

Mr. Munguia moved the Sno-Isle Libraries Board of Trustees approve purchase orders EN-12209, 12210, 12366 for total lease payments up to $170,522.42 to replace existing leased copiers. Ms. Olson seconded the motion. The Board unanimously approved the motion.

ANNOUNCEMENTS AND COMMENTS

There were no announcements or comments.

ADJOURNMENT

The meeting adjourned at 6:44 P.M.

Next Meeting

The next regular Board meeting will be held Monday, October 22, 2018 at 5:00 P.M. at the Marysville Service Center. A special Board meeting will be held Monday, October 22, 2018 at 3:00 P.M. at the Marysville Service Center.