

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes

Monday, May 13, 2019

Sno-isle Libraries Service Center

CALL TO ORDER

Trustee Munguia called the meeting to order at 5:00 p.m.

ROLL CALL

Members Present: Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present: Lia Belcher, David Durante, Ken Harvey, Alisha Hendren, Rebecca Loney, Steven Nugent, Brian Rush, Jack Schumacher, Gary Sitzman, and Lois Langer Thompson.

INTRODUCTION AND RECOGNITION OF GUESTS

There were no guests.

APPROVAL OF AGENDA

President Munguia moved the Sno-Isle Libraries Board of Trustees amend the agenda to include item *9e Print Management Software and Equipment*. Trustee Smith seconded the motion. The Board unanimously approved the motion.

CONSENT AGENDA ITEMS

Trustee Kostick moved to approve the Consent Agenda:

- Approval of minutes of February 25, 2019 Regular Meeting, and;
- Approval of January 2019 Sno-Isle payroll, benefits, and vouchers.

Direct Deposits and Employee Deductions	\$2,207,149.95
Vendor Checks 65892, 66075, and 66098 through 66108 plus Electronic Fund Transfers	\$705,954.31
Total Payroll and Benefits	\$2,913,104.26
Accounts Payable Checks 65861 through 66108 less checks listed above, plus Electronic Transfers	\$1,237,765.32
Total Payroll, Benefits and Accounts Payable	\$4,150,869.58

Trustee Ryan 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.

Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Executive Director

Lois Langer Thompson



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EXECUTIVE DIRECTOR'S REPORT

Community meetings and events

- Leadership Snohomish County's annual Step Up: Moving Racial Equity Forward Conference held on April 26. Along with Executive Director Thompson, thirty Sno-Isle Libraries staff members also attended the event.
- Mariner Community Campus stakeholder meeting held on May 3. Trustee Olson attended. Pomegranate Center, an organization involved with the project, hosted a 3-day training course held on May 9, 10, and 13. Ten staff members attended the training that focuses on authentic community engagement.
- Executive Director Thompson has attended thirty-one staff meetings to date. An additional five meetings are scheduled, and will be completed by the end of July.

Library updates

Executive Director Thompson informed the Board of a newly created task force dedicated to the subject of equity, diversity, and inclusion. The taskforce met on May 13, and is comprised of 25 leaders in the library system.

Executive Director Thompson provided HR hiring updates for April and May.

UNFINISHED BUSINESS

Board Retreat – Strategic Planning update and discussion

Trustee Smith provided an update regarding the Board Retreat.

Executive Director Thompson facilitated a discussion regarding the new Strategic Plan.

2019 Work Plan – Marketing Focus

Communications Director Ken Harvey provided an update regarding the 2019 Marketing Focus Plan.

Policy Updates

i) Personnel Practices 2-12: Workplace Violence Prevention

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the Personnel Practices 2-12: Workplace Violence Prevention policy as presented. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

ii) Employee Benefits 3-7: Business Expense Reimbursement

Trustee Tessandore requested the policy specify the Library as the party responsible for reporting, "Expenses paid which are determined to be a taxable benefit to an employee or trustee..."

The Board directed staff to make the requested changes and present the updated policy at the June 17 Board meeting.

Print Management Software and Equipment

Trustee Smith moved the Board of Trustees approve Purchase Order EN-14127 authorizing the Executive Director to execute the Ricoh Loan Agreement attached hereto-committing library payments of \$1,100.20 per month over five years for an aggregate amount \$66,012 (before taxes). Trustee Kostick seconded the motion. The Board unanimously approved the motion.

ANNOUNCEMENTS AND COMMENTS

There were no announcements or comments.

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EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting adjourned at 6:38 p.m.

NEXT MEETING

A special Board meeting will be held on Saturday, June 1, 2019 at 8:00 a.m. at the Tulalip Resort Casino, 10200 Quil Ceda Blvd, Tulalip, WA 98271.

The next regular Board meeting will be held on Monday, June 17, 2019 at 5:00 p.m. at the Sno-Isle Libraries Service Center.

President

Secretary