

# SNO-ISLE LIBRARIES

## Board of Trustees

Meeting Minutes

Monday, July 22, 2019

Sultan Community Center Meeting Room

### CALL TO ORDER

Trustee Munguia called the meeting to order at 5:06 p.m.

### ROLL CALL

**Members Present:** Marti Anamosa, Martin Munguia, Paul Ryan, Kelli Smith, and Rico Tessandore.

**Members Present via Teleconference:** Susan Kostick.

**Staff Present:** Lia Belcher, David Durante, Emily Felt, Sonia Gustafson, Ken Harvey, Alisha Hendren, Meredith Kraft, Tricia Lee, Rebecca Loney, Jackie Personeus, Jack Schumacher, Gary Sitzman, Chy Ross, Judy Sasges, Phil Spirito, Lois Langer Thompson.

### INTRODUCTION AND RECOGNITION OF GUESTS

Kristina Mayer Ed. D.

Angela Olsen

Carolyn Thelen

### APPROVAL OF AGENDA

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented.

Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

### CONSENT AGENDA ITEMS

Trustee Tessandore moved to approve the Consent Agenda as amended:

- a. **Approval of amended minutes of June 17, 2019 Regular Meeting;**
- b. **Approval of June 2019 Sno-Isle Payroll, Benefits, and Vouchers.**

Direct Deposits and Employee Deductions	\$2,164,925.38
Vendor Checks 66404, 66471, 66558, and 66596 through 66608 plus Electronic Fund Transfers	\$796,049.97
<b>Total Payroll and Benefits</b>	<b>\$2,960,975.35</b>
Accounts Payable Checks 66376 through 66608 less checks listed above, plus Electronic Transfers	\$1,057,955.29
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$4,018,930.64</b>

Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

### PUBLIC COMMENT

There was no public comment.

### COMMUNICATIONS TO THE BOARD

Executive Director Thompson shared a customer letter in regards to drag storytimes being offered at other libraries. Executive Director Thompson informed the Board that although Sno-Isle Libraries

#### 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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does not currently offer drag storytime, the Library does look to the community for their interest and requests for programming ideas.

Executive Director Thompson shared a letter from the Camano Island Library Advisory Board requesting an endorsement of their vote to disband. Through consensus, the Sno-Isle Libraries Board of Trustees endorsed the Camano Island Library Advisory Board's request to disband.

### SNO-ISLE LIBRARIES HIGHLIGHT

Lead Librarian of Business Services Emily Felt provided an overview of Business Services at Sno-Isle Libraries.

### EXECUTIVE DIRECTOR'S REPORT

#### **Meetings with Elected Officials and Stakeholders**

Executive Director Thompson reported on her meetings with the following elected officials and stakeholders:

- US Representative Rick Larsen, Washington, DC.
- US Representative Suzan Delbene, Washington, DC.
- US Representative Pramila Jayapal staff, Washington, DC.
- US Senator Patty Murray staff, Washington, DC.
- Dr. Amit Singh, President of Edmonds Community College.

#### **Community Events and Board Meetings**

Executive Director Thompson reported on her attendance at the following community events and Board meetings:

- The Lake Stevens North Cove Park Groundbreaking.
- The Oak Harbor Windjammer Park Grand Opening.
- The July Sno-Isle Libraries Foundation Board meeting.

Executive Director Thompson announced that Dr. Carla Hayden, 14<sup>th</sup> Librarian of Congress, is scheduled to visit Snohomish County on August 1. Dr. Hayden and U.S. Representative Rick Larsen will visit the Marysville Library where they will participate in a children's storytime.

#### **Other**

Executive Director Thompson referred to the 2019 Trustee Work Plan in regards to the upcoming 2020 Budget planning process.

For the 2020 Draft Budget Proposal three overarching goals have been set:

- Focusing on people first – customers and staff.
- Planning strategically using a 5 – 10 year lens.
- Investing in the infrastructure.

The Strategic Planning & Finance Committee will meet in September for the initial review of the proposed budget.

Executive Director Thompson informed the Board that the 2018 Audit began on July 17.

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### **Friends of the Library Recommendation**

Sonia Gustafson provided an update on proposed recommendations for the Sno-Isle Libraries Friends of the Library groups.

### **UNFINISHED BUSINESS**

#### **Strategic Plan**

Kristina Mayer, Ed. D. and Executive Director Thompson led a facilitated discussion regarding the new Strategic Plan.

### **NEW BUSINESS**

#### **2017 – 2019 Strategic Priority Review**

Public Services Assistant Director Tricia Lee provided a progress update on the 2017 – 2019 Strategic Priorities.

#### **Policy Updates**

Trustee Tessandore requested additional information in regards to agenda item 10b) Policy Updates i) Personnel Practices 2-11: Whistleblower. The Board requested clarification and any necessary updates to the policy be include on the September 23 Board agenda.

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the following policies as presented:

- ii) Personnel Practices 2-13: Cellular Phones
- iii) Personnel Practices 2-14: Social Media
- iv) Employee Benefits 3-1: Holidays
- v) Personnel Practices 3-2 Vacation

Trustee Kostick seconded the motion. The Board unanimously approved the motion.

#### **Decommissioning of 1998 Dodge Caravan & 2004 Chevrolet C4500**

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees declare the 1998 Dodge Caravan (VIN #2B4GP45G9WR709979) and the 2004 Chevrolet C4500 (VIN #1GBC4C1EX4F510635) be declared surplus and authorize the disposal of these vehicles in a commercially reasonable and economically responsible manner. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

#### **Resolution 19-02 Recognizing October 2019 as Civility Month**

Board President Munguia moved the Sno-Isle Board of Trustees adopt Resolution 19-02 establishing October 2019 as “Civility Month.” Trustee Smith seconded the motion. The Board unanimously approved the motion.

#### **Resolution 19-03 Concerning Audit Officer Bond Requirements**

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees adopt Resolution 19-03 establishing a bonding amount of one-hundred thousand dollars (\$100,000) for each named audit officer with the annual expense of each bond being paid for by the Library District. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

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### **2019 Board Meeting Schedule**

Trustee Smith moved the Sno-Isle Libraries Board of Trustees remove the August 26 Board meeting from the meeting calendar. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

President Munguia requested a calendar of events the Board of Trustees are able to attend.

### **ANNOUNCEMENTS AND COMMENTS**

Executive Director Thompson announced the following:

- The October 14 Sno-Isle Libraries Conference will feature keynote speaker Eric Klinenberg.
- The September 18 Sno-Isle Libraries Foundation Luncheon will feature author Tim Egan.

Trustee Kostick announced that the Sno-Isle Libraries Foundation Board recently welcomed two new Board members: Luke Distelhorst and Janie Ladner.

Board President Munguia noted a recent Twitter thread discussing the legitimacy of audiobooks. In the discussion, President Munguia advocated for audiobooks and expressed enthusiasm for the Sno-Isle Libraries audiobook collection.

### **ADJOURNMENT**

The meeting adjourned at 7:10 p.m.

### **NEXT MEETING**

The next regular Board meeting will be held on Monday, September 23, 2019 at 5:00 p.m. at the Edmonds Library, 650 Main St., Edmonds, WA 98020.

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President

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Secretary