

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes

Monday, October 28, 2019

Sno-Isle Libraries Service Center

CALL TO ORDER

Trustee Munguia called the meeting to order at 5:01 p.m.

ROLL CALL

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

Staff Present: Barbara Adams, Lia Escudero Belcher, R.D. Burley, Ken Harvey, Jim Hills, Jason Latham, Rebecca Loney, Jack Schumacher, Gary Sitzman, Lois Langer Thompson, and Nicole Wehl.

INTRODUCTION AND RECOGNITION OF GUESTS

There were no guests.

APPROVAL OF AGENDA

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. Trustee Smith seconded the motion. The Board unanimously approved the motion.

CONSENT AGENDA ITEMS

Trustee Kostick moved to approve the Consent Agenda as amended.

- a) Approval of the amended minutes of the September 23, 2019 regular meeting;
- b) Approval of September 2019 Sno-Isle Payroll, Benefits, and Vouchers.

Direct Deposits and Employee Deductions	\$2,246,895.26
Vendor Checks 67237, 67313, 67346, 67390, and 67423 through 67434 plus Electronic Fund Transfers	\$789,095.75
Total Payroll and Benefits	\$3,035,991.01
Accounts Payable Checks 67190 through 67434 less checks listed above, plus Electronic Transfers	\$1,194,078.39
Total Payroll, Benefits and Accounts Payable	\$4,230,069.40

Trustee Olson 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.

UNFINISHED BUSINESS & COMMITTEE REPORTS

Public Hearing on the 2020 Proposed Budget.

At 5:05 p.m. President Munguia opened the public hearing on the Sno-Isle Libraries 2020 Proposed Budget, as required by state law. There was no public comment, and the hearing was immediately closed.

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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2020 Proposed Budget

Administrative Services Director Gary Sitzman and Senior Accountant Nicole Wehl provided a summary of updates to the preliminary 2020 operating budget presented at the September 23 Board meeting.

The Board discussed the budget and is scheduled to take action on the 2020 Proposed Budget at the November 25 Board meeting.

Executive Committee

President Munguia provided an update from the Executive Committee.

President Munguia presented the proposed 2020 Board meeting schedule. The Board is scheduled to take action on the proposed 2020 Board meeting schedule at the November 25 Board meeting.

Board Development/Administration Committee

Trustee Smith provided an update from the Board Development and Administration Committee.

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

- 1) Capitalized Asset / Small Attractive Asset Management Policy.
- 2) Unreserved and Reserved Fund Policy.

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

EXECUTIVE DIRECTOR'S REPORT

Meetings

Executive Director Thompson and Administrative Services Director Gary Sitzman attended the annual Library Capital Facilities Area Governing Body meetings for:

- The Island County cities of Camano Island and Coupeville.
- The Snohomish County cities of Snohomish and Monroe. As of December 31, 2019 the city of Monroe's bond obligations will be fulfilled and the Monroe LCFA will be dissolved.

In accordance with RCW 27.15.030, the governing body of the library capital facility area is comprised of three members of the county legislative authority from each county in which the LCFA is located.

Executive Director Thompson attended the following meetings with community and elected officials:

- Snohomish County Council Chair Terry Ryan.
- Snohomish STEM Director Angie Sievers.
- Verdant Health Commission Superintendent Robin Fenn.
- Economic Alliance of Snohomish County Public Officials reception with Communications Director Ken Harvey, Assistant Director of Strategic Relations Susan Hempstead, and Interim Public Services Director David Durante.
- Sno-Isle Libraries Attorney Dan Gottlieb. The meeting was also attended by Gary Sitzman, Susan Hempstead, and David Durante.
- Everett Community College President Dr. Daria Willis and Chief Diversity Officer Maria Peña.
- A community welcome event for Everett Community College President Dr. Daria Willis.
- Community leaders Tom Mayer and Jeanne Thorsen.
- Edmonds Community College Comprehensive Planning Manager Dr. Jeff Wagnitz and Susan Hempstead.

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Executive Director Thompson will be attending the Lake Stevens Library Board meeting to discuss the future of the Lake Stevens Library.

Executive Director Thompson attended the following community events and board meetings:

- Economic Alliance of Snohomish County Board retreat.
- Stanwood Library Volunteer Appreciation lunch.
- Leadership Snohomish County Board meeting.
- Mariner Community Campus meeting with Sen. Lias and Snohomish Health District.
- Lake Stevens Library Board meeting.

SILCON 2019

Executive Director Thompson provided a summary on SILCON 2019 and thanked Trustees for their attendance. The biannual all-staff conference focused on equity, diversity, and inclusion (EDI), and received positive feedback from staff.

- Trustee Anamosa expressed appreciation for the Bystander Intervention breakout session led by Snohomish for Equity President Rachel Escoto.
- Trustee Kostick commended the conference's theme of EDI and noted the event was well organized.
- Trustee Munguia expressed appreciation for the EDI-focused sessions offered and noted the enthusiasm of staff at the conference.

Sno-Isle Libraries Foundation

Executive Director Thompson informed the Board of the recent work between Altruist Partners and the Sno-Isle Foundation. Altruist Partners will give a presentation of their work at the November 25 Board meeting.

Work plans

Executive Director Thompson reported on the progress of the 2019 work plan, and presented goals for the 2020 Trustee work plan.

Other

Executive Director Thompson provided information on the following upcoming events for potential Trustee participation

- Sno-Isle Libraries' upcoming 2020 Census outreach work.
- Community engagement around the Library's new mission and vision.

NEW BUSINESS

Board Nominating Committee appointment

President Munguia introduced Trustee Anamosa as chair of the Nominating Committee.

Trustee Anamosa, representing the Board Nominating Committee, reported that the current officers agreed to serve an additional year. The Board will vote on the 2020 slate of officers at the January 6, 2020 Board meeting.

President Munguia noted that committee assignments will be presented at the January 6, 2020 Board meeting.

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Request for funding from Snohomish County Council

President Munguia moved the Sno-Isle Libraries Board of Trustees approve Snohomish County's request and directed staff to contribute \$208.06 toward an economic impact study for loss of revenues from state forestlands as a result of the long-term conservation strategy for the marbled murrelet. Trustee Olson seconded the motion. The motion was approved with five votes in favor, Trustee Kostick voting against, and Trustee Ryan abstaining.

Strategic Plan

Executive Director Thompson provided the following information on the strategic plan.

i) Values

Staff will be sent a survey requesting input on the finalized list of Sno-Isle Libraries values.

ii) Engagement plan

Work is currently underway to design the community engagement plan. Community engagement will begin in early 2020.

ANNOUNCEMENTS AND COMMENTS

The following comments were made:

- Secretary Smith applauded the creative approach of various non-local school districts to forming partnerships with their local libraries.
- Vice President Kostick recommended *The Library Book* by Susan Orleans.
- Trustee Ryan requested an update on the Macmillan embargo. Executive Director Thompson provided the following updates:
 - Sno-Isle Libraries will continue to purchase from Macmillan.
 - Conversations around the embargo continue on a national level.
 - Additional information on the embargo can be found on the Sno-Isle Libraries website.

EXECUTIVE SESSION AND ADJORNMENT

President Munguia announced at 6:10 p.m. that Board would recess then reconvene in Executive Session at 6:25 p.m. as authorized under RCW 42.30.110 (1)(b),(c) and RCW 42.30.110(1)(g). The Executive Session was expected to last approximately 10 minutes with no announcement anticipated.

At 6:15 p.m. the Board recessed and immediately went into Executive Session. At 6:35 p.m. President Munguia announced that an additional 5 minutes would be needed for Executive Session.

There being no further business to come before the Board, the meeting adjourned at 6:40 p.m.

NEXT MEETING

The next regular Board meeting will be held on Monday, November 25, 2019 at 5:00 p.m. at the Granite Falls Library, 815 E Galena St., Granite Falls, WA 98252.

President

Secretary

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