

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes

Monday, November 25, 2019

Granite Falls Library

CALL TO ORDER

President Munguia called the meeting to order at 5:00 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, Michelle Callihan, David Durante, Cassandra Hanson, Ken Harvey, Alisha Hendren, Alayna Katsel, Meredith Kraft, Rebecca Loney, Jack Schumacher, Gary Sitzman, Lois Langer Thompson, and Shanda Zimmerman.

INTRODUCTION AND RECOGNITION OF GUESTS

Kristina Mayer, Ed. D.

APPROVAL OF AGENDA

President Munguia noted additions to the agenda. Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the agenda as amended. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

CONSENT AGENDA ITEMS

Trustee Anamosa moved to approve the Consent Agenda as amended.

- a) Approval of the amended minutes of the October 28, 2019 regular meeting;
- b) Approval of October 2019 Sno-Isle Payroll, Benefits, and Vouchers.

Direct Deposits and Employee Deductions	\$2,181,295.17
Vendor Checks 67445, 67478,67561,67609,67751,67790 and 67815 through 67825 plus Electronic Fund Transfers	\$759,874.28
Total Payroll and Benefits	\$2,941,169.45
Accounts Payable Checks 67435 through 67825 less checks listed above, plus Electronic Transfers	\$1,922,381.07
Total Payroll, Benefits and Accounts Payable	\$4,863,550.52

Trustee Tessandore 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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NEW BUSINESS

Sno-Isle Libraries Foundation report

Altruist Partners consultant Kristina Mayer, Ed. D. provided a report on the Sno-Isle Libraries Foundation assessment.

Board of Trustees Bylaws amendment.

President Munguia presented an amendment to the Board of Trustees Bylaws. The amendment allows for the Vice President, or designee, to serve as the Board liaison to the Sno-Isle Libraries Foundation.

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the Board of Trustees Bylaws as amended. Trustee Olson seconded the motion. The Board unanimously approved the motion.

First amendment for fire protection and EMS services.

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees direct the Executive Director to sign the First Amendment to the Interlocal Agreement for Fire Protection and EMS Services between the Marysville Fire District and Sno-Isle Libraries Intercounty Rural Library District. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

Approval of the January and February 2020 Board meetings.

President Munguia moved the Board of Trustees approve the following dates for January and February Board meetings:

- January 6
- January 8 (special meeting, if needed)
- February 1 (Board retreat)
- February 24

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

SNO-ISLE LIBRARIES/COMMUNITY HIGHLIGHT

Granite Falls Library overview

Granite Falls Library Manager Michelle Callihan shared the following:

- A proposal from the City of Granite Falls to build a food bank and community garden next to the Granite Falls Library.
- Initiatives within the Granite Falls Library in regards to early childhood education. The initiative has allowed for partnerships with the Granite Falls School District, Community Coalition, and the Imagination Museum.
- A student library card pilot will begin in January. Staff will visit local schools to identify resources useful to students. Staff will then share the identified resource information with students.

Trustee Ryan thanked the Granite Falls Library for their work with local students.

EXECUTIVE DIRECTOR'S REPORT

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

- Representative Lovick with Susan Hempstead.
- Stanwood Friends of the Library with David Durante, Leslie Moore, and Charles Pratt.
- Tami Farber, Senior Director Equity, Training & Development.

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

- Five Dimensions of Equity Training - Everett Community College/Casino Road.
- YWCA Pathways for Women (Lynnwood) tour.
- Domestic Violence Services of Snohomish County event.
- Leadership Snohomish County Board meeting.
- Edmonds Friends of the Library celebration.

Executive Director Thompson provided the board with the following HR updates:

- David Durante is now the Director of Public Services.
- Assistant Director of Strategic Relations Susan Hempstead will now report to the Executive Director.
- Foundation Executive Director Paul Pitkin will now report to Director of Technical Services Rebecca Loney.
- Volunteer & Community Engagement Coordinator Christine Stansfield will now also oversee the Friends of the Libraries and has moved to the Public Services Department. Christine will report Director of Public Services David Durante

Work plans

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

Other

Executive Director Thompson provided an update on the Strategic Plan. In November, over 400 Sno-Isle staff members completed a survey to identify Sno-Isle Libraries values. Goals will be finalized in January.

Executive Director Thompson proposed two levels of policies: Board (guiding principles) and Administrative (operational). The Trustees will review and approve the Board level policies and the Leadership Team will review and approve the Administrative policies. All Administrative polices will be linked to Board policies. The Board agreed to the proposal.

UNFINISHED BUSINESS/COMMITTEE REPORTS

Public Hearing on the 2020 Proposed Budget

At 6:10 p.m., President Munguia opened the public hearing on the Sno-Isle Libraries 2020 Proposed Budget, as required by state law. There being no public comment, the hearing was immediately closed.

2020 Proposed Budget

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the 2020 Budget as presented. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

2019 Board meeting schedule

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees remove the December 9, 2019 Board meeting from the meeting calendar. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

Proposed 2020 Board meeting schedule

President Munguia presented the updated 2020 Board meeting schedule. The Board is scheduled to take action at the January 6 Board meeting.

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Vehicles to be surplusd

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees declare the following vehicles be declared surplus and authorize the disposal of these vehicles in a commercially reasonable and economically responsible manner:

- 2005 Dodge Caravan - VIN # ending in 3742.
- 2001 Chevrolet Astro - VIN# ending in 2954.

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

ANNOUNCEMENTS AND COMMENTS

The following comments were made:

Trustee Ryan congratulated Assistant Director of HR Barbara Adams for earning a Certified Labor Relations Professional (CLRP) certification.

Trustee Ryan noted a thoughtful response sent to a Lake Stevens citizen by Administrative Services Director Gary Sitzman.

In recognition of Veterans' Day, Trustee Ryan thanked those who have served in the military including Assistant Director of Facilities R.D. Burley.

Trustee Kostick noted that the Edmonds Friends of the Library recently celebrated their 40th anniversary. The Edmonds Friends held an event which was well attended. Along with Trustee Kostick, Mayor-elect Mike Nelson, Former Sno-Isle Libraries Director Tom Mayer, and Executive Director Thompson attended the event. Media coverage of the event resulted in a \$4,000 donation to the Foundation.

Trustee Olson reported on the recent visit of Astronaut Yi So-yeon visit. Sno-Isle Libraries was an event partner and distributed a portion of free tickets to local students.

Trustee Anamosa noted that the Freeland Friends of the Library recently celebrated their 25th anniversary. The Freeland Friends held an event which was well attended.

EXECUTIVE SESSION AND ADJORNMENT

President Munguia announced at 6:25 p.m. that Board would recess then reconvene in Executive Session at 6:30 p.m. as authorized under RCW 42.30.110 (1)(b),(c) as well as RCW 42.30.110(1)(g). The Executive Session was expected to last approximately 20 minutes with action on the Executive Director Contract to take place when the meeting reconvenes.

At 6:30 p.m. President Munguia announced that an additional 15 minutes would be needed for Executive Session.

At 6:45 p.m. President Munguia announced that an additional 5 minutes would be needed for Executive Session.

At 6:50 p.m. the meeting reconvened.

EXECUTIVE DIRECTOR CONTRACT

President Munguia moved the Sno-Isle Libraries Board of Trustees extend the Executive Director contract for two additional years.

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

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The Board expressed gratitude for Executive Director Thompson's work throughout 2019. The Board noted Executive Director Thompson' ability to lead change and engage staff, and noted the resulting enthusiasm expressed by staff.

ADJORNMENT

The meeting adjourned at 7:18 p.m.

NEXT MEETING

The next regular Board meeting will be held on Monday, January 6, 2020 at 5:00 p.m. at the Sno-Isle Libraries Service Center, 7312 35th Ave. Marysville, WA 98271.

DocuSigned by:
Martin Munquia
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President

DocuSigned by:
Kelli Smith
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Secretary