

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes

Monday, January 6, 2020

Sno-Isle Libraries Administrative Center

CALL TO ORDER

President 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: Sandra Beck, Lia Escudero Belcher, R.D. Burley, Kaley Costello, David Durante, Lindsay Hanson, Ken Harvey, Alisha Hendren, Rebecca Loney, Leslie Moore, Chy Ross, Judy Sasges, Jack Schumacher, Gary Sitzman, Lois Langer Thompson, and Shanda Zimmerman.

INTRODUCTION AND RECOGNITION OF GUESTS

There were no guests.

APPROVAL OF AGENDA

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

CONSENT AGENDA ITEMS

Secretary Smith moved to approve the Consent Agenda as presented.

- a) Approval of the amended minutes of the November 25, 2019 regular meeting;
- b) Approval of November 2019 Sno-Isle Payroll, Benefits, and Vouchers.

Direct Deposits and Employee Deductions	\$2,176,517.29
Vendor Checks 67871 and 68065 through 68074 plus Electronic Fund Transfers	\$759,517.32
Total Payroll and Benefits	\$2,936,034.61
Accounts Payable Checks 67826 through 68074 less checks listed above, plus Electronic Transfers	\$1,344,501.08
Total Payroll, Benefits and Accounts Payable	\$4,280,535.69

Secretary Smith seconded the motion. Trustee Kostick 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.

SNO-ISLE LIBRARIES/COMMUNITY HIGHLIGHT

Demonstration Libraries update report

Mariner Library

The Mariner Library is the first of two demonstration 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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Mariner Library Manager Sandra Beck informed the Board that the Mariner Library will celebrate its third anniversary on February 11. The Mariner Library has experienced significant growth, welcoming approximately 71,000 customers in 2019. Sandra shared that since its opening, the Mariner Library has established itself as an important part of the community through its community based services and programming.

Lakewood/Smokey Point Library

Lakewood/Smokey Point is the second of two demonstration Libraries.

Lakewood/Smokey Point Library Manager Kaley Costello noted that the two-year anniversary of the Library was presently occurring. Kaley informed the Board that in 2019 the Lakewood/Smokey Point Library registered 721 new customers. Kaley noted that the Library's programs are well attended, and that the Library has developed a strong relationship with the Lakewood School District, which has allowed the Library to offer Library services to the local students.

EXECUTIVE DIRECTOR'S REPORT

Meetings with community and elected officials

Executive Director Thompson joined a tour of the Mariner Library with local community partners.

Community Events and Board meetings

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

- Camano Island Friends of the Library/Volunteer celebration.
- Economic Alliance of Snohomish County Board meeting.
- Economic Alliance of Snohomish County Legislative briefing.
- Institute for Museum and Library Services meeting.
- Leadership Snohomish County Board meeting.
- Mariner Community Campus Partner meeting.

Upcoming meetings

Executive Director Thompson noted the following upcoming meetings:

- Clinton Friends of the Library.
- Dr. Angela Jones – Washington STEM CEO. The Brier Library will host a welcome event on January 16. Dr. Jones grew up using the Brier Library and requested the Library for the welcome event.
- Representative John Lovick.

Library updates

Executive Director Thompson provided on the following Library updates:

- **Connection Works team development.**
Sno-Isle Libraries is currently working with local consultants, Connection Works. Connection Works will be providing team coaching, leadership coaching, strategic planning and visioning, organizational culture shifting, and communications training.
- **Refresh projects update – Service Center, Marysville and Clinton libraries.**
 - Service Center refresh is nearing completion.
 - The planning stages of the Marysville Library refresh is nearing completion. Construction is set to begin in late spring/early summer.
 - The Clinton Library is preparing for a minor refresh.

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- **Lake Stevens**
 - Met with Mayor Brett Gailey and city staff.
 - Rep. Lovick is working with the Library to explore possible state funding.
- **Construction meetings**
 - Service Center Staff will be meeting on the fourth Friday of the month. These meetings will allow staff to focus on living out our vision that everyone in our community is connected to their library and our values that include community and welcoming.

Other

As required by state regulations, Executive Director Thompson notified the Board of the following declared emergencies:

Mariner Library Plumbing Issues

On November 16, 2019 the Mariner Library reported the (2) women's toilets were backed up even after the custodians attempted to unclog them the night before. Sno-Isle's Facilities Technician attempted and could not remediate the situation. Due to public safety concerns and potential for further damage, Jack Schumacher declared the situation an emergency.

Mariner Library Broken Glass Panes

On November 26, 2019 the Mariner Library reported broken panes of glass on the libraries storefront. Due to public safety concerns and potential for further damage, Jack Schumacher declared the situation an emergency.

The following purchase orders were approved during the declared emergencies but not competitively bid:

- | | | | |
|----|----------|------------------------|-----------|
| a) | EN-15489 | Day and Night Plumbing | \$1975.56 |
| b) | EN-15596 | Goldfinch Brothers | \$3302.08 |

UNFINISHED BUSINESS/COMMITTEE AND FOUNDATION REPRESENTATIVE REPORTS

Nominating Committee

Nominating Committee Chair Anamosa as required by the Sno-Isle Libraries Board of Trustees Bylaws, called for any additional nominations from the floor for the 2020 Sno-Isle Libraries slate of officers:

- Board President.
- Board Vice President.
- Board Secretary.

With no additional nominations from the floor, Nominating Committee Chair Anamosa recommended Secretary Smith move to elect by acclamation the following Trustees for the 2020 Sno-Isle Libraries slate of officers:

- Martin Munguia as Board President.
- Susan Kostick as Board Vice President.
- Kelli Smith as Board Secretary.

Secretary Smith moved to elect by acclamation the recommended Trustees for the 2020 Sno-Isle Libraries slate of officers:

2020 Board meeting schedule

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees remove the January 8, 2020 special Board meeting from the meeting calendar. Secretary Smith seconded the motion. The Board unanimously approved the motion.

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NEW BUSINESS

2020 Levy Rate

Vice President Kostick moved that the Sno-Isle Libraries Board of Trustees certify the 2020 levy rate at \$0.4411090169 per thousand dollars of assessed value and direct staff to send the certification results to the Snohomish and Island County Assessors' Offices. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Board of Trustees policies

Board Development/Administration Committee Chair Smith noted that the presented policies are a continuation of the policy update project the Board has been reviewing through 2019. Chair Smith noted additional changes the Board Development/Administration Committee discussed with staff.

- i) Site Selection and Acquisition.

Gary Sitzman provided additional updates to the presented Site Selection and Acquisition policy as discussed with the Board Development/Administration Committee. Trustee Anamosa requested that the additional updates be presented to the Board and approval be postponed until the February 24 regular meeting.

- ii) Library Facility Ownership.

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the Library Facility Ownership Policy as presented. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

President's Report

- i) **Trustee reappointment.**

President Munguia provided an update regarding Trustee Ryan's reappointment to the Sno-Isle Libraries Board of Trustees.

- ii) **Trustee Committee and Foundation Representative assignments.**

President Munguia presented the Following Trustee Committee and Foundation Representative assignments for 2020:

- Sno-Isle Libraries Board of Trustees Foundation Board Representative – Trustee Olson
- Board Development/Administration Committee – Kelli Smith (Chair) and Trustee Tessandore
- Strategic Planning and Finance Committee – Trustee Anamosa (Chair) and Trustee Ryan
- System Services Committee – Trustee Kostick (Chair) and Trustee Olson

Board Development/Administration Committee Report

- i) Secretary Smith, Chair of the Board Development/Administration Committee, provided an update regarding the February 1 Board Retreat.

ANNOUNCEMENTS AND COMMENTS

The following comments were made:

Secretary Smith expressed appreciation to Executive Director Thompson for an email sent to all Sno-Isle Libraries' staff that was also shared with the Board.

EXECUTIVE SESSION AND ADJORNMENT

There was no executive session.

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ADJORNMENT

The meeting adjourned at 6:06 p.m.

NEXT MEETING

The next regular Board meeting will be held on Monday, February 24, 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