

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Rose Olson, *President* ○ Paul Ryan, *Vice President* ○ Jennifer DePrey, *Secretary* ○ Michael Adams ○ Kay Crull ○ Griselda Guevara-Cruz ○ Susan Kostick

Executive Director

Eric Howard

February 24, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 5:30 p.m., followed by a land acknowledgment.

Attendees

Members present: Rose Olson, Michael Adams, Kay Crull, Griselda Guevara-Cruz, and Susan Kostick.

President Olson confirmed quorum.

Staff present: Melinda Armstrong, David Brown, David Durante, Eric Howard, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Chila Oglesby, and Nicole Wehl.

Approval of Agenda

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. The motion passed.

Executive Director Report

Executive Director Eric Howard highlighted information from the Executive Director's report and shared that the Langley Library will reopen on March 22, 2025.

Consent Agenda

- a) Approval of the January 25, 2025 regular meeting minutes
- b) Approval of the January 2025 payroll, benefits, and vouchers
- c) Adoption of Resolution 25-02 Honoring Dan Gottlieb

Trustee Crull moved the Sno-Isle Libraries Board of Trustees approve the Consent Agenda as presented. The motion passed.

Public Comment

There were no public comments to the Board.

Unfinished Business

Resolution 25-04 Petty Cash and Imprest Funds

Trustee Adams moved to adopt Resolution 25-04 authorizing changes to petty cash and imprest funds authorization procedures. Assistant Director of Finance Carla Ikehara reviewed the updated resolution and information included in the resolution memo.

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Executive Director

Eric Howard

Executive Director Howard emphasized that adoption of this resolution would not impact the total operating budget of the Library District. The motion passed.

Staff Reports

Financial Update

Assistant Director of Finance Nicole Wehl presented the February 2025 financial report.

Human Resources 2024 Report

Assistant Director of Human Resources Melinda Armstrong presented the 2024 Human Resources report reviewing staffing and recruitment trends as well as self-reported staff demographic information. Assistant Director Armstrong also discussed public records request statistics from 2024 and highlighted the increase in total requests over previous years.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The February 27 Executive Committee meeting to review the 2024 staff recognition awards nominations.
- The Langley Library grand opening on March 22.
- The upcoming Trudy Sundberg Lecture Series, featuring speakers Shane and Hannah Burcaw and Kimberly Cross.

Sno-Isle Libraries Foundation Liaison Report

Executive Director Howard presented the following information about the Sno-Isle Libraries Foundation on behalf of Trustee Ryan:

- The Foundation Board of Directors has selected nine new community members who will join the Board in March 2025.
- The Foundation exceeded their end-of-year campaign and annual revenue goals for 2024.
- The Foundation is preparing for the start of the Trudy Sundberg Lecture Series in March.

Adjournment

Trustee Adams moved to adjourn the February 24, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:03 p.m.



President



Secretary