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# 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

September 15, 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, Kay Crull, Griselda Guevara-Cruz, Jennifer DePrey, Susan Kostick, and Paul Ryan.

President Olson confirmed quorum.

**Staff present:** Barb Adams, Michelle Callihan, David Durante, Eric Howard, Meredith Kraft, Diane Lai, Jason Latham, Janella Lewis, Nicole Wehl, and Shanda Zimmerman.

## Approval of Agenda

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

## Executive Director Report

Executive Director Eric Howard highlighted that the upcoming areas of focus for the organization would be developing a growth mindset, customers, and partners. A discussion followed about the administration of the Friends of the Library Policy and Strategic Alliance Policy.

## Consent Agenda

a) Approval of the July 28, 2025 regular meeting minutes
b) Approval of the July 2025 payroll, benefits, and vouchers
c) Approval of the August 2025 payroll, benefits, and vouchers

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

## Public Comment

Edmonds City Councilmember Vivian Olson informed the Board of the upcoming City of Edmonds property tax levy and extended invitations to join the upcoming town hall meetings.

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## New Business

### 2026 Budget Introduction

Executive Director Howard listed the following operational priorities for 2026:

- Greater collaboration and development through measurable outcomes and experimentation.
- Increase the number of customers in underserved areas and strengthen relationships with current customers.
- Increase the number of partnerships and strengthen our relationships with them.

Finance Director Janella Lewis presented information about the Library District's operating budget, reserve funds, revenue sources, and starting cash balance. Trustee Ryan commended Library District staff for strong financial stewardship in the preceding years, allowing the District to delay drawing from reserve funds until 2026.

## Finance Report

### Financial Update

Finance Director Lewis presented the September 2025 financial report.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- Organizational structure changes that were reviewed with the Executive Committee.
- The Executive process for the 2025 Executive Director review.
- The appointment of Trustee Kostick as Chair of the Officer Nominating Committee.

### Trustee Nominating Committee Report

Committee Chair Guevara-Cruz reported that the committee reviewed over 90 eligible applications and selected Snohomish resident Jessica Flemming and Edmonds resident Ryan May to recommend for appointment by Snohomish and Island counties.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the Foundation's previous meeting:

- Results from the Foundation's August Make-A-Will campaign, an educational promotion which allowed participants to include the Foundation as beneficiaries.
- The selection of "Artificial Intelligence" as the topic for the next year's Nysether Family Collection.

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- The Foundation's support of Marinerfest, during which over 1,100 students received backpacks of new school supplies.
- The hiring process for the Foundation's two new staff positions.

**Trustee Reports**

Trustee Ryan reported on a recent site visit to the location of the future Lake Stevens Library with Assistant Director of Capital Strategy and Planning Chy Ross.

Trustee Crull requested more information about the Executive Director succession planning process.

## Adjournment

Trustee DePrey moved to adjourn the September 15, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:23 p.m.

Rose Olson
President

Jennifer DePrey
Secretary