

# LIBRARY BOARD MEETING AGENDA



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## *City of Lake Stevens Vision Statement*

*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*

October 20, 2022 - 4:30 PM

### **TWO WAYS TO PARTICIPATE:**

**In Person at The Mill, Sawyers Room, 1808 Main Street, Lake Stevens.**

**Join Zoom Meeting: <https://us02web.zoom.us/j/83511292842>**

**or call in at: 253-215-8782 Meeting ID: 835 1129 2842**

- 1. Call to Order**
- 2. Roll Call & Introductions**
- 3. Approval of Minutes**
  - A. July 21, 2022 Meeting Minutes Melissa Maffeo
- 4. New Business**
  - A. Two open seats on the Library Board
  - B. Status on Construction of New Library Building
- 5. Reports**
- 6. Board Comments**
- 7. Adjourn**
- 8. Next Meeting: January 19, 2023 at 4:30 p.m.**

### ***THE PUBLIC IS INVITED TO ATTEND***

***Special Needs:*** The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

# Lake Stevens Library Board

## July 21, 2022

The meeting was hosted via Zoom and In Person (Hybrid) and called to order by Abe Martinez (Chair) at 4:32 p.m.

### In Attendance

**Board:** Abe Martinez, Melissa Maffeo; Shaelynn Charvet Bates, Candace Barlow, Emily Stainbrook, Andy Powers, LeeAnn Balbirona, Helen Taylor, JoAnne VanLeuven

**Sno-Isle:** Lindsay Hanson (District Manager at Sno-Isle), Antoinette Morales-Tanner (Lake Stevens Library Manager)

**Friends:** Melissa Knaak

**City Council:** Mary Dickinson

**City:** Kelly Chelin (City Clerk), Kaitlin Weaver (new Deputy Clerk)

**Excused Absences:** None

**Non-Excused Absences:** None

**Roll Call & Introductions:** Note that the new Deputy Clerk was introduced, Kaitlin Weaver.

### Approval of Prior Meeting Minutes

The Board approved by unanimous consent the minutes of the April 21, 2022 meeting as submitted. On vote the motion carried (10-0-0-0).

**New Business:** None to report

### Reports

**Friends: Melissa Knaak, President,** said that the Friends group have had a few great months. They had their first Quarterly book sale, they were hoping to make \$500 but they made \$816.38. They have \$2000 in their budget for fundraising for the whole year. They did a restaurant fundraiser but only made \$40 so they won't be doing restaurant fundraisers anymore. They will be participating in Aqua Fest and will be over in the garage door area of The Mill with the Historical Society. They will be giving out free book coupons for the Lake Stevens Education Foundation Children's Parade on Friday night. The Aqua Fest print materials are being done. They will be partner with Historical Society and give out few coupons to take pictures with the chicken and then you can pick out a free book. They will start the Advent Pre-Sales at Aqua Fest with a QR code and a poster that has the details and it has a \$5 discount if you pre-order by the end of August. The cut off will be the end of October.

The Hungry Hearts Backpack giveaway is coming up on August 20<sup>th</sup>. The last friends meeting Antoinette asked if we would like to provide free books coupon from the book nook and the kids can pick up a book at the Library.

A lot of non-profits in our community are getting together and are working on getting plastic grocery bags that get donated to Haagen's and people weight the donations and then when you reach 500 pounds you are then able to get a free bench from Trex. The Friends will have a bench very soon. They are more that halfway there.

Question from **Andy Powers**, Where do you get the donations?

From people in the area. They can also give paper towel wrappers and they can Facebook it and take a picture and hashtag it with #Friends Bench. The bench will probably be for the new library. Melissa needs to contact the city to see if there is a place to put it at the current library site.

Question from **Abe Martinez**, Melissa will be stepping down as President at the end of December as of now. Abe said you are doing a great job and going out with a bang.

Question from **Shaelynn Charvet Bates**, do you still need more help with Aqua Fest?

A few shifts are available, Melissa will be sending out an email about the shifts. They will for sure need help with packing up the books.

Question from **Abe Martinez**, For our newer members hoping you get the emails from the Friends of the Library. If you don't, you can sign up for membership, it is \$5.00 a year, a membership form is in the library and you can drop it in the box and then you will get on the email list.

Question from **Helen Taylor**, What time we should plan for helping on pack up at Aqua Fest? Sunday 5pm-6pm

### **Lake Stevens Library Report:**

**Antoinette Morales-Tanner**, Lake Stevens Library Manager, gave us an update (see attached report)

They resumed in person programming at the Library in June and kicked it off with a Science Lab for the kids and the latest event was a Bubble outdoor event that had over 200 people.

Upcoming events are the Mayor is coming do a story time in August and Team Planning for Fall and Winter. Great to be back to normal! Summer reading is full swing, The theme is Ocean of Possibilities and there are some cool decorations in the library that the staff has done. Kids and Teens who earn 10 hours of reading earn a prize book they are purchased by Friends of the Library. They have had several finishers but the program still continues to September 11<sup>th</sup>. Part of summer reading their outreach librarian reading three different in person story times at the Boys and Girls Club and will also the prize books there also.

They are continuing their outreach with the Lake Stevens Senior Center for one on one tech assistance of twice a month. They just did a Zoom basic tutorial which was well attended.

As most of us know, they did several community engagement focus groups in May and June to reconnect with the community to talk about the ideas for the new library that were in 2021 were still resonating with the community. The report with the feedback will be provided to the architecture team for further review and will help for their next steps.

They have been partnering with Lake Stevens Community Resource Center. They will be helping with the backpacking event at their new location as well as supporting their programming. They had a presentation at their monthly LGBTQIAplus and Allies group. Also, they will be providing materials and support for their Teen Parenting group that is held every quarter, they will start it up in September. They also hosted a couple presentations for DVOA directors of North Snohomish County and Lake Stevens to show them resources and how they can market the resources to their clients.

Sno-Isle Author Talks have started this summer. This program brings in Best Selling Authors that you can submit questions in advance or ask questions live. You can go to the Sno-Isle website for more information. You can also order book kits if you wanted to read the book with a group of your friends before hand and then all attend the author talk.

Beginning July 11<sup>th</sup>, Sno-Isle has added an additional 100 service hours a week throughout the system. The Lake Stevens hours will remain the same. The hours last year were already adjusted.

The Community report that was sent out via email previously and was resent it out again today.

New Artist exhibit in August will be from the Lake Stevens Historical Society with works by Mary Allen.

The Lake Stevens Architect and Design Team has been selected, we are in the final stages of contract process. The selected Architect is Buildingwork. They are a regional leader in Library Building Development, Architect and Design. They will be providing updates once the contract process is complete.

*Questions from Abe Martinez*, In regards to the Community Engagement report for the architects, can we receive the report as well? She said she would have to check on that and let us know.

The Author Talks, are these live events in person? They are on Zoom but live.

BuildingWork, until they have the report, do they have set modular design ideas or it is more custom unique design to this community? She said she was on the team to interview Architects one of the top reasons why she liked them was they adapt to the community needs and design.

Timeline and budget? The timelines always change, the contract process is happening now and then the next step is site inspection. The goal is for summer or early fall for construction to begin.

**Helen Taylor** she was looking at their website, they have a lot of beautiful libraries on their website. The website is [buildingwork.design](http://buildingwork.design)

### **Sno-Isle Library Reports:**

**Lindsay Hanson, District Manager of Sno-Isle**, gave us an update. We will have a new children's Librarian in Lake Stevens in the next couple months. They are in the making offer stage.

They are partnering up with AARP on a series of vigilance against Cybercrimes.

Also, a series on Volcanoes coming up.

Virtual tour of Pacific Bonsai Museum in Federal Way on August 6<sup>th</sup>.

They have overhauled their programming and they now have interpreters available upon request.

Lake Stevens is not the only community looking for a new library or an updated building. They received grants to update Langley and Darrington. Next year Arlington will be updated which Sno-Isle now owns that building. Edmonds is closed due to flooding with a water pipe that burst. They are still evaluating and have had to take out flooring and dry wall. Edmonds customers can return books to the library or visit the book mobile on Fridays and drop in on Edmonds Waterfront Center for customers to speak with Librarians for assistance.

Next week when it is super hot, come visit one of the libraries. Lake Stevens now has air conditioning.

Questions from **Mary Dickinson**, is there a way to see the report that was given to Building Works? We will look into that but she thinks they will be able to that was the same question Abe wanted to know.

Also, has anyone reached out to the Conservation District? Yes, I spoke with it after you mentioned it in April and she spoke with Chy Ross and they are already in talks with them.

Shout out to the Friends of the Library, Kiwanis is now helping them with the backpack event and the Advent Calendars sales created a little library from the packets that were put together in the Resource Center and they are wanting to do it again.

Question from **Abe Martinez**, to **Mary Dickinson**, can you give us an update from the City? **Mary Dickinson** has no update to share, she thought **Russ Wright** would be here to give one.

**Kelly Chelin** spoke with the Mayor he has read all the reports but at this time he had no updates to provide.

Question from **Abe Martinez**, questions on crosswalk to Library on Grade Road? **Kelly Chelin** will find out, **Mary Dickinson**, thinks it is a safety issue.

Question from **Helen Taylor**, is there an update on the adjacent land that is next to the library owned land? Mary Dickinson responded that there was no update at this time.

**Abe Martinez** encourages the board to make use of the City Council meetings online.

**Kelly Chelin** is happy to help on how to find the YouTube meetings if necessary.

**Antoinette Morales-Tanner** did a quick search looking at the past minute meetings and at the time Russ Wright the Crosswalk was not in the budget for 2022 due to what is involved to make the Crosswalk happen.

### **Board Comments**

**Helen Taylor** is moving to Portland at the end of the summer. She will be involved until then.

**Melissa Maffeo** how amazing it is that the process of the new Library is actually happening.

**Abe Martinez** the summer has been fairly quiet he is looking forward to the Fall. If paint is just involved with the crosswalk, maybe we could do that.

**Russ Wright** responded in an email to Kelly Chelin, and there are no new updates from the City.

**Adjournment:**

Joanne Vanleuven made a motion to adjourn the meeting and Emily Stainbrook, seconded it. (The motion passed unanimously) The meeting was adjourned at 5:19 p.m.

**Next meeting:** October 20, 2022 at 4:30 p.m.

Respectfully submitted,

Melissa Maffeo  
Secretary

## Lake Stevens Library Board Report

July 21, 2022

*Antoinette Morales-Tanner, Lake Stevens Library Manager*

*Lindsay Hanson, District Manager*

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### Programming and Outreach Updates:

**In-Person Programming Resumes:** Beginning in June, the Lake Stevens library began offering in-person programming in support of Summer Reading: Little Science Lab Math Play time, a Stay and Play session, and outdoor Chalk and Bubble events. Customers of all ages have enjoyed resuming in-person programming and reconnecting with their community.

**Summer Reading 2022: An Ocean of Possibilities:** Summer Reading 2022 kicked off on June 20<sup>th</sup>. Kids and teens who finish 10 hours of reading earn a prize book and vinyl stickers. Prize books are sponsored by the Lake Stevens Friends of the Library. As part of Summer Reading, outreach librarian Jannah Minnix is hosting three in-person story time and craft sessions each week at the **Lake Stevens Boys and Girls Club**. The Summer Reading program runs through September 11<sup>th</sup>.

**Tech Tutoring partnership with the Lake Stevens Senior Center:** Library staff continue to host one-on-one assistance on the first and third Wednesdays of each month at the Senior Center. Additionally, staff held an in-person Zoom Basics tutorial on July 19<sup>th</sup>, bringing laptops and instruction to attendees at the Senior Center.

**Community Engagement Focus Groups:** In June, library staff met with Senior Center attendees, the Lake Stevens Human Services leaders, the Lake Stevens Youth Advisory Council, staff and students at several Lake Stevens schools, and several members of the Lake Stevens Friends of the Library and Library Board for feedback to provide to the architecture team. This feedback has been compiled into a report and executive summary and provided to the architecture team for further review and to inform their next steps.

**Lake Stevens Community Resource Center:** The Library has been partnering with the Volunteers of America Community Resource Centers, providing online presentations to their directors about Sno-Isle resources and services, meeting in-person at the Lake Stevens CRC's monthly meet-up for LGBTQIA+ and Allies, and providing resource guides and materials for CRC clients. In August, the library, with support from the Friends of the Library, will be participating in the VOA's backpack giveaway.

**Sno-Isle Author Talks:** Sno-Isle is offering a summer Author Talk series with bestselling authors. Attendees can submit questions before or during the program, and book groups can order book discussion kits to check out the books ahead of time. The series kicks off on July 7<sup>th</sup>. More information is on the website: <https://www.sno-isle.org/news/hear-from-bestselling-authors/>

**Expanded Hours:** Beginning July 11<sup>th</sup>, Sno-Isle has added an additional 100 service hours per week throughout the system. The Lake Stevens Library hours will remain the same, as the hours were adjusted for post-covid when the building opened in August 2021.

### **2021 Community Report**

The 2021 Sno-Isle Community report is now available: <https://www.sno-isle.org/about-us/>. It includes highlights, milestones, and a wonderful re-cap of Sno-Isle's annual statistics.

### **Building Updates:**

#### **Artist Exhibit**

June and July featured original paintings by artist Gary Thomas (<http://www.garythomasart.com/>). June featured Gary's speed-painting landscape inspired pieces, all painted in under 20 minutes. In July, Gary swapped the exhibit to feature his colorful abstract paintings.

In August, the Lake Stevens Historical Society will be displaying some of their collection of works by Mary Allen, renowned Lake Stevens artist.

**Lake Stevens Architect and Design Team Selected:** We are in the final stages of the recruitment and contracting process for the architecture and engineering services for the new library. Our selected firm is BuildingWork (<http://www.buildingwork.design/>). They are a regional leader in library building development, architecture and design and have designed libraries for many of our neighboring peer library systems. We look forward to sharing more project-specific updates once we complete the recruitment process and can begin a focus on site developments and library design.