

LIBRARY BOARD MEETING AGENDA



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.

April 21, 2022 - 4:30 PM

REMOTE ACCESS ONLY – VIA ZOOM

Join Zoom Meeting: <https://us02web.zoom.us/j/85487792242>

or call in at: 253-215-8782 Meeting ID: 854 8779 2242

1. Call to Order

2. Roll Call & Introductions

3. Oath of Office

A. Swearing in of New Boardmember JoAnne VanLeuven Kelly Chelin

4. Approval of Minutes

A. January 20, 2022 Meeting Minutes

5. New Business

A. Vote to Accept Changes to Library Board By-Laws Chair

6. Reports

A. Friends

B. Managing Librarian/Sno-Isle Libraries

C. Report from the City

7. Board Comments

8. Adjourn

9. Next Meeting: July 21, 2022 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

January 20, 2022

The meeting was hosted via Zoom and called to order by Abe Martinez (Newly Elected Chair) at 4:31 p.m.

In Attendance

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

Sno-Isle: Lindsay Hanson, Chy Ross, Antoinette Morales-Tanner, Paul Ryan

Friends: Melissa Knaak

City Council: Mary Dickinson

City: Mayor Brett Gailey, Russ Wright (Community Development Director), Steve Ewing (Council President), Kelly Chelin (City Clerk)

Attendees: Senator John Lovick, James Harmon

Excused Absences: None

Non-Excused Absences: None

Roll Call & Introductions: Note that our new Sno-Isle Lake Stevens Library Manager was introduced, Antoinette Morales-Tanner.

Approval of prior meeting minutes

(Was there a first and second for the motion?)

The board unanimously approved the minutes of the October 21, 2021 meeting as submitted. On vote the motion carried (9-0-0-0). *(The one correction that needed to be made was on page 2 of the minutes from the Sno-Isle Report the grant number said 3.2 million and it needs to be corrected to 3.1 million.)*

New Business

Lynn Myers Leaving Board

Lynn Myers said goodbye and thank you for allowing her to serve on the Library Board. She is moving out of the area.

New Opening on Library Board

There is a new opening on the board due to Lynn Myers departure. It is already listed on the City of Lake Stevens Website home page.

Changes to Library Board By-Laws

Shaelynn Charvet Bates suggested a change to the Lake Stevens Library Board By-laws “to better reflect the time and manner of our meeting.”

Abe Martinez made a motion and Andy Powers seconded the motion to make this change.

The 2nd change Abe Martinez suggested, which is a subsidiary motion, to change the current wording that states “*One of the professional librarians of the Sno-Isle Library staff and the Lake Stevens managing Library will attend the board meetings in an advisory capacity.*” The proposed change is “*The Managing Librarian, or other designated Representative of Sno-Isle Libraries will attend the board meetings in the advisory capacity.*” **Board accepted requested wording.**

The next requested change is to the current wording that states “Regular meetings will be held quarterly January, April, July and October on the 3rd Thursday of the month at 4:30 p.m. in the Lake Stevens Meeting Room”

Abe Martinez proposed the following change to “*Library Board meeting quarterly January, April, July, and October on the 3rd Thursday of the month at 4:30 p.m. in a Lake Stevens community meeting space reserved for the board prior to the meeting. If circumstances require it, or a quorum of board members requested, the meeting may be held via tele-conference using an electronic platform provided and hosted by the City of Lake Stevens. Notice of the details of the meeting will be delivered via email to all board member and posted for the public by the city one week prior to the meeting*”

Helen Taylor proposed a version # 2 to this “*The meeting space reserved for the board prior to the meeting with an option for remote participation, if requested.*”

Currently this is not an issue due to the state mandate that requires a virtual meeting.

Helen Taylor also suggested as a point of reference that she thinks it will be very helpful to add this accessibility to people even after the mandate.

City Clerk Kelly Chelin, said the Mill is a great space for meetings.

Shaelynn Bates asked if there would be a recording of the meeting when we are able to meet in person. Clerk Chelin said she would have to get back to the board on that matter. We don’t have a choice on remote participation at this time so maybe revisit at a later time.

Motion vote on version #1 Unanimously agreed to (9-0-0-0).

Motion Vote on version #2 (Unanimously agreed to (7-2-0-0)

Senator John Lovick had to leave the meeting and will join at another time.

Reports

Friends: Melissa Knaak, President, said that Lynn Myers is departing the Friends of the Library. New Vice President, James Harmon, is currently working on public outreach. The Book Nook is up and running but they had to stop taking donations because they don't have the space to put the books, the storage unit is really full. They have hopes to do a quarterly sale in the meeting room once it is allowed. Once it is, then they will work on a plan. Not sure on what a sale would produce maybe \$500-\$1000 for a weekend. Very positive news has been the Book Advent Books sale which brought in just over \$2000. They will do it again this year. They ended the year in the red at \$6,285.01. Mainly due to the \$10,000 Grant that was given to the Library for the children's area. The only Support the library is current asking for is summer reading which is \$1200 for the prize books, Sno-Isle can't spend money on giveaways. Storage unit and regular business will have to be paid for but they are ready to support whatever they need to do in the future towards a new building.

Lake Stevens Library Report:

Antoinette Morales-Tanner, Lake Stevens Library Manager, gave us an introduction to herself as the new Library Manager.

Third Graders Read Together begins this month. It will be at Three Elementary schools (Highland, Hillcrest, Skyline) and 13 classrooms participating. Each class will get two books and each teacher will get a packet with teachers resources that include lessons plans, vocabulary lists and will have a Live Author event.

Settling into new building space and they are currently having an artist exhibit that is above the Teen Shelves with art from 35 eighth graders from Cavelero Mid High School that features portraits of adoptable shelter animals. The display also integrates scannable QR codes linking to a video explaining the exhibit and has a message from Mayor Brett Gailey. They have teamed up with Paws With Cause. The exhibit will be featured the months of January and February.

Looking forward to planning the Spring and Summer programs.

Sno-Isle Library Reports:

Chy Ross, Assistant Director of Capital Strategy, gave us an update on the status of the Chapel Hill Civic Center/Library project from Sno-Isle's perspective. **(Report Attached)**

The biggest development to date has been Sno-Isle's success in securing the 3.1 million in grant funds from the state for a new library, with huge thanks to Senator John Lovick. Sno-Isle has already spent \$150,000 in state funds on the process so far. This funding does require a matching fund requirement. ***The newest development is that Sno-Isle has committed to securing or providing those matching funds towards the new library.***

With those funds they are planning to move forward this year on the site preparations on the Chapel Hill property that the Library District owns in addition in parallel to work with the community and the city and other partners to secure the remaining funding needed to build the new larger library.

Sno-Isle is approaching capital funding in a different way in regards to new construction and remodeling. Not just Lake Stevens but all their projects. Their priority is to secure additional grant funding, to have capital campaigns, the use of regular levy funds, and other sources out there, all in the game of reducing and relying on local public bond elections.

They are confident in pursuing alternate funding sources and their goal is to do that without the bond election for a new library.

They really have appreciated working with the city on the joint exploratory process on the civic center concept and have been engaged in a good faith effort and remains interested and hopes to keep working with the city on a collaborative effort to develop the adjacent properties.

With the state funds that have been secured and needs to be used on the 2021 through 2023 timeline that partnership or cooperation that does need to happen so the library needs to move forward with the development this year.

They really appreciate the communities input with the site proposals or other information, they look forward to working with the community going forward with plans this year.

Really thrilled to begin the build the library with it being such a community long standing goal.

The city has just come forward this week with the proposal and statement of de-annex from Sno-Isle and pay a privatize library services, this is new information we just received this week, they look forward to examining this statement and review that proposal and look forward to opportunity to provide more information related to the proposal in the future. Sno-Isle intent is to continue to serve the Lake Stevens Community.

There has been some disappointment with this news from the city, Sno-Isle over the last year have already invested half million dollars already in the process.

Questions

Abe Martinez thanked Chy for the report and had a point of clarification or point of order, a new library in Lake Stevens is going to be a big deal and it's going to require big decisions from a lot of different people so Chy can answer questions of clarification but it will not open for debate as to what to do with this information to until later when we can make a motion to take action. The action is limited but Abe will discuss later.

Helen Taylor had a question on if it was a one to one matching funds and if so, is Sno-Isle committed to fund 6.2 million for the new library? Chy's response was that it is one to one match and there are some fine point details in the background but it is right around 6 million of funding that is secured.

He also stated that the law requires those funds can only be contributed to the construction of the library..

Lake Stevens City Reports:

Mary Dickinson, City Council, stated that 5000 square feet for the library too small but she sees this as the beginning. Her concern is that the Lake Stevens community has voted in 2008 and supported to be part of Sno-Isle as representing our city. They love their library but they go to other libraries because ours is so small so as we grow we are going to need a bigger library.

Mayor Brett Gailey, he totally appreciates the work with Sno-Isle they provide great services for our community and have had a great partnership with them, his objective is to show numbers and his concerns and a possible plan forward that could be a different possibility **(slide presentation attached)**

He wants a library and wants to look at options.

The link and the slide as well as other reference pieces will be on the website tomorrow.

Questions

Abe Martinez asked is there a motion we can take, discuss or debate on any next steps? Helen Taylor made a motion that Sno-Isle prepare a more in depth budget briefing so we can fully understand the value for money of being part of the Sno-Isle system. A vote was taken (9-0-0-0) a unanimous vote was passed.

Abe Martinez asked for another motion that he would like to ask the Mayor and the City Council to allow the Citizens of Lake Stevens to vote on best options to provide library services for the city with special attention towards a new building?

Abe Martinez withdrew the motion.

Abe Martinez also added that most likely he will need to call a special meeting, if necessary, and probably within the next 30 days and probably on a Thursday at 4:30 p.m.

Kelly Chelin, City Clerk, added please do not have conversations regarding library board business over email with a quorum of the board. It is a violation of the Public Meetings Act. It needs to be done during the meeting.

Crosswalk from sidewalk to new facility

Russ Wright, Lake Stevens Community Development Director, addressed the concern that there is no crosswalk on Grade Road to the new library location. Director Wright said he would talk to the City Engineer and that it is not in the budget for 2022 due to the work that is involved in creating a crosswalk, it would require pretty significant grading.

Facilities: There are no outstanding issues for this committee and no report is necessary.

Adjournment:

Leann Balbirona made a motion to adjourn the meeting and Helen Taylor, seconded it. (The motion passed unanimously) The meeting was adjourned at 6:08 p.m.

Next meeting: April 21,2022 at 4:30 p.m.

Respectfully submitted,

Melissa Maffeo
Secretary

LAKE STEVENS LIBRARY BOARD

BY-LAWS

As approved July 21, 2016, and as amended on January 20, 2022

Meetings

Original: Regular meetings of the Library Board will be held quarterly (January, April, July, and October) on the 3rd Thursday at 4:30 p.m. in the Lake Stevens Community Meeting Room.

As amended: Regular meetings of the Library Board will be held quarterly (January, April, July, and October) on the 3rd Thursday at 4:30 p.m. in a Lake Stevens community meeting space reserved for The Board prior to the meeting with an option for remote participation, if requested by a board member. If circumstances require it, or a quorum of board members request it, the meeting may be held via teleconference using an electronic platform provided and hosted by the city of Lake Stevens. Notice of details for each meeting will be delivered via email to all board members and posted for the public by the city at least one week before the meeting.

If a regular meeting falls on a legal holiday it will be held on the next business day, unless otherwise publicly noticed as required by RCW 42.30. Special meetings may be called by the Chair or upon the written request of three members of the board for the transaction of business stated in the call for the meeting. All meetings are open to the public and will be noticed and conducted pursuant to the requirements of RCW 42.30, the Open Public Meetings Act.

Membership

The Lake Stevens Library Board shall be composed of 9 members - 5 of whom shall be residents of the city- appointed to serve for four-year terms in accordance with Lake Stevens City Code 2.60. A non-voting member may be appointed on a yearly basis as a student representative of Lake Stevens High School or Cavelero Mid-High.

Officers

Officers of the Board shall be chosen each year at the October board meeting and shall be as follows: Chair and Secretary to take office on January 1st having received appropriate notebooks from the past officer by that time. Officers are to serve no more than four consecutive years.

Chair: The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, inform others of board actions and generally perform the duties of a presiding officer.

Secretary: The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings. Following each meeting, within seven days the Secretary will provide a draft copy of the meeting minutes to the City Clerk's office for posting on the City's web page. Upon approval of the minutes at the next regular meeting of the Library Board, the Secretary will sign the minutes and provide the original signed minutes to the City Clerk's office for maintaining and posting on the City's web page.

The Secretary will provide a copy of the By-Laws to each new member.

LAKE STEVENS LIBRARY BOARD

BY-LAWS

As approved July 21, 2016, and as amended on January 20, 2022

Committees

Special committees for the study and investigation of special concerns may be appointed by the Chair. Special committees will not constitute a quorum of the Library Board.

Quorum

A quorum for the transaction of business shall consist of a majority of the members of the Board.

Professional Council

Original: One of the professional librarians of the Sno-Isle Libraries staff and the Lake Stevens Managing Librarian will attend the Board meetings in an advisory capacity.

As amended: The Managing Librarian, or another designated representative of Sno-Isle Libraries will attend the Board meetings in an advisory capacity.

They will discuss the services of the library in relation to the community needs, keep the board informed on local personnel of the library, discuss improved methods of service, share library public relation ideas and the library furnishings and maintenance needs. A representative of City management and City Council are invited to be in attendance at Library Board Meetings.

Agenda

It will be expected that new business items will be received by the chair three weeks before the meeting. The chair will provide the draft Agenda to the City Clerk or designee, who will then finalize it and provide it to board members at least one week before the meeting, as well as posting the Agenda at City Hall and on the City's web page. ~~A majority vote is needed to approve the agenda at the board meeting.~~ *(We voted to strike this requirement from the by-laws as this is unworkable and has not in fact ever been done)*

Robert's Rules of order (latest edition) is the parliamentary authority.

Order of Business

The order of business of regular meetings shall be as follows or at the discretion of the Chair.

Call to order

Approval of previous meeting's minutes

Approval of Agenda

Correspondence

Reports:

Managing Librarian

Sno-Isle

LAKE STEVENS LIBRARY BOARD

BY-LAWS

As approved July 21, 2016, and as amended on January 20, 2022

Committees

City

Friends

Unfinished Business

New Business

Board Comments

Next Meeting

Adjournment

Amendments

These By-Laws may be amended at any regular meeting with a quorum present, by a majority vote of the members present, providing the proposed amendment is submitted in writing with the agenda, prior to the meeting.