

LIBRARY BOARD MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

July 18, 2024 - 4:30 PM

Ways to participate:

In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/85078325932>
or call in at (253) 215-8782 Meeting ID 850 7832 5932

- 1. Call to Order**
- 2. Roll Call & Introductions**
- 3. Approval of Minutes**
 - A. Library Board Minutes of April 18, 2024
- 4. New Business**
- 5. Reports**
 - A. City of Lake Stevens Report
 - B. Friends of the Library
 - C. Sno Isle Library System
- 6. Board Comments**
- 7. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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.

The meeting was hosted via Zoom and In Person (Hybrid) and called to order by Abe Martinez at 4:30 pm

In Attendance

Library Board: Abe Martinez, Shaelynn Charvet Bates (online), JoAnne Van Leuven, Emily Stainbrook (online), LeeAnn Balbirona, Melissa Maffeo (online), Andy Powers (online), Nancy Joao, Kevin Gosselin. Absences: none

Sno-Isle: Antoinette Morales-Tanner, Lake Stevens managing librarian

Friends of the Lake Stevens Library: Melissa Knaak

City Council: Caitlin Weaver, deputy city clerk
Kymm Shipman, councilmember

Administrative business

Approval of Prior Meeting Minutes--The Board approved by unanimous consent the minutes of the January 2024 meeting as submitted.

Reports

(Melissa) Friends of the Library--First book sale of the year was in March. included book baskets. \$3,037 in sales, about half from baskets and half from individual book sales (one dollar each). This sale was as good as an average Aquafest book sale. First day of the sale was for kids and teens only. This helped to manage the number of people in the room. Sale was advertised on social media. Friends will be at Aquafest in July. Friends have been meeting with the new library design committee about what features we would like at the library, especially the children's area. Friends will also be at Lake Stevens Pride on June 8th, sponsoring an inflatable play area for kids. The same setup will be used for the Friends Aquafest area. There will also be a book sale at Aquafest. Friends has been getting a lot of new members, which is great. The Friends has money in CDs that is invested until the new library is ready and then it will be spent on new resources and programming. We have a great need for volunteers at Aquafest either one or both days depending on the number of helpers. Pride is a one day event with no book sale, so fewer volunteers are needed. Comments from Kevin and Kymm about the need for volunteers and promoting volunteerism.

Questions for the Friends of the Library:

None

(Antoinette) Lake Stevens Library--3 new full time staff members in the childrens and youth services department. This enables us to add to our early literacy programming more days of the week. Summer reading program begins June 1st. The library will partner with the city for the "May the 4th" event and have the bookmobile present. Plant and Seed Share program will be June 1st. At our first plant share program over 75 adults attended, which is a lot for adult programming. The library building's capacity is only 40 people. The Sharing Wheels Bike Clinic will happen once a month in June, July and August.

Building project update: final permit applications submitted in early March. Good communication with the City and library architecture firm. Permits should be in hand late summer. Then a competitive bidding process will begin. We will interview contractors and select one for the job. We'll have an anticipated start date for

construction once we select a contractor; it is expected to be late summer or early fall. We will have a groundbreaking ceremony once we have that date. The current focus is working on the interior design--Furniture, Fixtures and Equipment (FFE).

Questions for the Lake Stevens Library:

- *(Kymm) Have you picked a color scheme yet? There were several options shown at the project event.* Nothing has been finalized yet. It will depend on some of the materials chosen for the project.
- *(Kymm) Is there another date scheduled for the public to get a library building update?* Not at this time. Possibly online. I'll check with the team to see if something like that is planned.
- *(Abe) Is the layout we saw at the preview what we will actually expect to see in the finished project? Or will there be significant changes made?* What you saw at the preview is what we submitted for permitting, so some smaller changes may be made such as types of materials to meet regulations. The exterior design is pretty fixed, but the interior may have some small changes.
- *(Abe) Will there be changes in the landscaping design or is that pretty much set?* That is part of the permit process so it should stay the same. We are still working on the children's outdoor learning space and what types of programming we will be using it for.
- *(Melissa) Regarding the new library equipment, what about sponsored benches or similar furniture with plaques with the donors names?* We've been discussing this idea with the Friends of the Library and the architecture team. That will happen a little later in the process.

(Antoinette again) Sno-Isle district updates: First Annual Community Reads Event is starting with "The Hollow Kingdom" by Sarah Jane Buxton. The author will be present for several events in May. If you're interested in helping to choose the next Community Reads book, please sign up to volunteer. Our executive director is retiring and a search for her replacement should be completed by the board of trustees in July. The 2023 Sno-Isle Libraries Community Report was presented to the board members, detailing annual statistics for library services. More copies are available in the library.

Questions for Sno-Isle Libraries:

- *(Abe) How many copies are made available to the public when Sno-Isle does a big community event like this?* Each library is allocated a number of physical copies. The ebook version is almost unlimited. The audiobook is more limited but many copies are available.
- *(Kevin) Is this a book of the year? Are there more books planned for this year? What about a monthly community read?* This book is a winner of several awards. This is a program that we are planning to do every spring, building on the success of the Whidbey Island library program that originated there. Every library is planning special events based on the book. For example, the Lake Stevens library is planning a mushroom foraging event. Several months of planning are going into this event, so doing something like this every month would probably not be possible. We do have similar online book clubs that do this in a much smaller way on a more frequent basis. We will see how this program is received and evaluate it for the future.
- *(Emily) How is the Sunday self-use program going?* It's going well. We have close to 60 people who have registered for the self-use orientation. No problems reported, all the technology is working as it should. It is a pilot project so we are still gathering data. Feedback is welcome.
- *(Nancy) What are the hours for the author events?* Some events need registration and they are on the website.
- *(Shaelynn) What other summer community event engagement do you have planned besides May the 4th, Pride and Aquafest?* For summer outreach we coordinate with Boys and Girls Club and the Senior Center and one with an animal sanctuary in the park.

- *(Abe) What is the role of the library at Pride?* The library will have a display about library resources and a feedback table for the teen space, such as, what would they like to see in the teen space in the new library.
- *(Shaelynn) Since there is no library staffing on Sundays, will you be able to have staff for community events on Sundays? Aquafest Sunday is more family oriented and a lot of community groups host a table then. I'd like the library to consider participating.* Depending on what else we have scheduled for the library in a particular week, we can make staff available on Sundays with enough advance notice. We plan several months in advance. The library can't share a table with the Friends of the Library if there is fundraising going on. Aquafest has generally been a fundraising event for the Friends. We will have to look into what exactly is being planned for this year. Please let the library know if there are other community events you think the library should be participating in.
- *(Abe) What is the Naloxone event on the calendar? My concern is about library facility-use best practices.* It's a tabling event for Evergreen Recovery Services, a community organization giving education on opioid safety and distributing Naloxone. Library staff are trained on Naloxone along with the rest of our First Aid/CPR training. This is not a Sno-Isle event but a community group using the library space.

(Caitlin) City of Lake Stevens update: Kymm had to leave but I want to draw your attention to the City of Lake Stevens white pages report recently released, detailing important things happening in the community for which we are seeking state funding. See the meeting packet for details.

Questions for the City:

- *(LeeAnn) At our last meeting in January, the city had sold the lot next to the new library site to a developer and was in the process of reviewing the permit. Where is the city with that now? The process has gone back to the start. I don't have all the details but my understanding is that it has gone out for bid again.*

Board Comments:

- Melissa M: Excited for the ground breaking. I'm currently reading Yours Truly, a great read.
- LeeAnn: Excited about all the things that are happening with the library and how the Friends is growing. The community is really excited for the services that will be offered once the new building opens. Currently reading the Expanse and Man's Search for Meaning.
- Kevin: I'm reading Wild Girls, about women's relationship with nature.
- Joanne: I'm using the library more and more these days. I'm reading the Midnight Library and I want to read the Hollow Kingdom.
- Abe: Looking forward to reading the Hollow Kingdom. Currently reading a Tale of Love and Darkness.
- Nancy: I'm reading a book about God's hand on America by Michael Medved.

Adjournment

LeeAnn motioned to adjourn. Kevin seconded the motion. The motion was voted on and the Ayes carried the vote. Meeting adjourned at 5:40 PM.

Next meeting is: July 18, 2024 at 4:30 pm

*Respectfully submitted by LeeAnn Balbirona
May 16, 2024*

CITY DEPARTMENT REPORT



Agenda Date: 7/18/2024

Contact Person/Department: Gene Brazel, Administration

The City of Lake Stevens has received proposals for the Historical Museum design as well as the City Hall project. Staff is working on negotiating contracts for both projects.

On June 12, 2024, the city was awarded APWA Accreditation for the Public Works Department after two years of work by city staff. APWA Accreditation ensures that the city has policies and procedures that meet or exceed the industry standard. It also reduces the risk associated with public works practices and areas of responsibility. The accreditation effort included work by several city departments to develop policies and procedures, a self-evaluation, a peer review and a comprehensive APWA evaluation. The city was evaluated the first week of June 2024 and was found to be fully compliant in 364 of 365 practices. As noted by the evaluators, this was an exceptional evaluation, and the city is far ahead of other recently evaluated cities in the country.

Lake Stevens joins six other accredited municipalities in Washington state.
