

# LIBRARY BOARD MEETING AGENDA



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## *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.*

October 16, 2025 - 5:00 PM

### **Library Board Meeting**

**In person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens**

**or Join Zoom Meeting: [Zoom Link](#)**

**or call in at (253) 215-8782**

**Meeting ID: 89319061939 Passcode: 317288**

- 1. Call to Order**
- 2. Roll Call & Introductions**
- 3. Approval of Minutes**
  - A. Meeting Minutes of July 17, 2025
- 4. New Business**
  - A. Proposal to Wind Down the Lake Stevens Library Board
- 5. Reports**
  - A. Lake Stevens Library
  - B. Friends of the Library
  - C. The City of Lake Stevens
- 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.*

**CITY OF LAKE STEVENS  
LIBRARY BOARD MEETING MINUTES**

Thursday, July 17, 2025, at 4:30 p.m.

By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens, WA.

CALL TO ORDER: 4:30pm by Abe Martinez

BOARD MEMBERS PRESENT: Abe Martinez  
Andy Powers  
JoAnne Vanleuven  
Michele Koziol  
Nancy Joao  
Shaelynn Charvet Bates  
Kevin Gosselin  
Emily Stainbrook

CITY OFFICIALS PRESENT: Deputy City Clerk Caitlin Weaver

ELECTED OFFICIALS ABSENT: Councilmember Kymm Shipman

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**Call to Order**

Board Chair Martinez called the meeting to order at 4:30pm.

**Action Items**

Election of a New Secretary

**MOTION:** Board Chair Martinez made a motion, seconded by a majority to nominate Nancy Joao as the new secretary, the motion passed unanimously.

**Approval of April 17, 2025 Minutes**

Minutes were reviewed and approved by unanimous consent.

**New Business**

Abe Martinez stated that this is his fourth and last year as Chairman of the Board. Nominations and election will be held at the October meeting.

**Reports**

**Sno-Isle Library:**

Antoinette Morales-Tanner, Managing Librarian of Sno Isle Libraries shared an update on the library. The update included topics like an update on the new library building, Friends of the Library ongoing support, the summer reading program, Sharing Wheels bicycle clinic and the self service program.

**The City of Lake Stevens:**

Deputy Clerk Weaver shared an update from the city on the acquisition of Cavelero Park and the recent council action of approving the scope and budget of City Hall and the Museum. Inquiries were made about the status of the City's Chapel Hill property.

Friends of Lake Stevens Library:

Antoinette Morales-Tanner stated that the recent book sale during Aquafest raised \$4300 and the upcoming "Stories That Shape Us" Dinner and Auction is scheduled for September 27<sup>th</sup>, 2025, 5 to 9pm. It will be held at the Founder Ball Room in Snohomish, since it outgrew the Food Bank facility.

**Adjournment**

MOTION. Abe Martinez made the motion to adjourn, Andy Powers seconded it, all agreed. The meeting was adjourned at 4:24pm. The next meeting will be October 16<sup>th</sup>, 2025 at 4:30pm.

Nancy Joao, Secretary

## Proposal to Wind Down the Lake Stevens Library Board

**Introduction:** The Lake Stevens Library Board has been instrumental in identifying and addressing the library needs of our community. Established to ensure that our library services meet the expectations and requirements of our citizens, the Board has worked diligently over the years. The opening of the new library opening in 2026, brings the opportunity to reimagine the Library Board and the community function of the new space.

**Background:** The Lake Stevens Library Board was created to help identify the library needs of the community, interface with library support groups, and ensure that the library facility meets the community's needs. The Board consists of nine members appointed by the Mayor and approved by the City Council. Over the years, the Board has played a crucial role in raising local awareness about the value of the public library and maintaining an awareness of ongoing library services and programs.

**Proposal:** With the new independent library building nearing completion, it is proposed that the Lake Stevens Library Board be wound down. The new facility will be equipped to handle the community's needs more efficiently, and the roles previously fulfilled by the Board will be integrated into the operations of the new library.

### **Rationale:**

1. **Completion of Mission:** The Library Board has successfully fulfilled its mission of identifying and addressing the library needs of the community. The new library building is a testament to the Board's hard work and dedication.
2. **Streamlined Operations:** The new library facility will have the resources and staff to manage its operations independently, reducing the need for a separate advisory board.
3. **Protecting City and Library Resources:** Currently the Library Board does not have a work plan, as its original role outlined in Ordinance 427(1993) prior to joining Sno-Isle Regional Library System, does not currently exist. Eliminating the quarterly meetings saves the time of City and Library staff and allows library board members to join the Friends of the Library or other community groups that actively boost and support literacy and library access in the city.
4. **Celebrating Achievements:** Winding down the Board allows us to celebrate the achievements and contributions of its members, who have been pivotal in bringing the new library project to fruition.

**Future Partnership:** The City will continue building a strong partnership with the Lake Stevens Library by:

- Hosting monthly Lake Stevens Leaders Roundtable meetings with the Library invited to attend.
- Encouraging regular Library updates to City Council each year.
- Collaborating on public events.
- Promoting Library events through City communications.
- Hosting community meetings at the new Library facility.

**Opportunities for Library Board Members to Stay Involved with the City or the Library:**

- Volunteering at the Library or with the Friends of the Lake Stevens Library. The Friends meet monthly and a report is given each month that's similar to the quarterly report given at current Library Board meetings.
- Sno-Isle Reads Together annual adult reading program.
- Joining the Sno-Isle Libraries Foundation.
- Applying for an open position on a different City board or commission. These include the Salary Commission, Civil Service Commission, Park Board and Planning Commission.
- Becoming a volunteer with the Parks Department or Police Department.

**Suggested 2026 Meeting Schedule:** To ensure a smooth transition, it is suggested that the Library Board meet only in April and July during the winding down period. This will allow for necessary discussions and updates while minimizing the demand on Board members' time. It would be wonderful to have the last meeting at the new Library building to further celebrate the incredible work of the board and the milestone of opening the new library.

**Additional Recommendations:**

- No vacancies on the Board should be filled during the winding down period.
- The current president of the Library Board could continue to serve while the group is winding down to provide continuity and leadership.

**Conclusion:** The Lake Stevens Library Board has served our community with distinction. As we look forward to the opening of the new library building in Summer 2026, it is appropriate to wind down the Board and integrate its functions into the Friends of the Library or other

volunteer positions that support the library access and literacy within the community of Lake Stevens. We extend our heartfelt gratitude to all current and past members of the Library Board for their invaluable contributions.

**Recommendation:** It is recommended that the City Council approve the proposal to wind down the Lake Stevens Library Board, effective upon the opening of the new library building in Summer 2026.

## Lake Stevens Library Board Report

October 16, 2025

*Antoinette Morales-Tanner, Lake Stevens Library Manager*

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### Outreach and Programming Updates:

#### Outreach:

July/August

- Lake Stevens School District Summer Lunch (1x/week)
- Boys and Girls Club Summer Reading (1x/week)
- Lake Stevens Food Bank
- Lake Stevens CRC Back-to-School Backpack Event
- Lake Stevens School District Multi-Lingual Science Camp

September/October

- Lake Stevens High School (2x/month)
- Lake Stevens Food Bank
- Cavelero Mid-High
- Lake Stevens Harvest Festival

October/November

- Lake Stevens High School (2x/month)
- Lake Stevens Food Bank
- Cavelero Mid-High
- Lake Stevens Harvest Festival
- Alzheimer's Association
- Lake Stevens Lions Club

#### Programming:

**Family Storytime:** At the end of the spring session of storytime, staff surveyed storytime families to learn about their schedule preferences and availability. As a result of this survey, the library has added an additional weekly storytime on Tuesday afternoons at 4pm. This family storytime is designed for children of all ages, so that families can attend the program together.

#### Partnership with Sherwood Community Services:

Sherwood will provide monthly sensory stay and play programs, designed for children with disabilities and developmental delays. The programs will be monthly, on the first Friday, at 10:15am. Sherwood staff will be available to offer resources and information to caregivers and facilitate learning and play for ages 0-3.

**D&D/TTRPG:** With the start of the new school year, weekly Dungeons and Dragons drop in has returned to Friday afternoons. This program continues to be our best attended teen program, often exceeding the capacity of the study room and meeting room. While the weather still

allows, we set up a game outside under the carport, regularly running 3 simultaneous campaigns.

Customers have also expressed interest in adult D&D or other TTRPG program offerings. Starting in November, the library will host evening drop-in games, where adults can meet others interested in starting a gaming community. Staff will be on hand to register customers for self-service hours, so they can meet for games outside of staffed library hours.

### **Weekly Programs:**

#### **Mondays:**

- Baby Storytime, 10:15am
- Toddler Storytime, 11:15am

#### **Tuesdays:**

- Toddler Storytime, 10:15am
- Preschool Storytime, 11:15am
- Family Storytime, 4pm

#### **Wednesdays:**

- Baby Storytime, 10:15am
- Preschool Storytime, 11:15am

#### **Thursdays:**

- Little Science Lab (Preschool): 10:15am and 11:15am

#### **Fridays:**

- Dungeons & Dragons (tween/teen/adult): 2:30pm

### **Monthly Programs:**

- Second Saturdays, 10:30-11:30am: Barks and Books (children)
- Second Saturdays, 2:00pm: Teen Art
- Second Wednesdays, 4:30pm: After School Art/Summer Art Club (ages 8+)

### **One-Time Programs:**

- October 7, 10:30am-2:30pm: DSHS Mobile Community Services visit
- October 8, 4:30pm: After School Art
- October 9, 5:40pm: Beyond Dungeons and Dragons: How to Start a TTRPG
- October 10, 10:15am: Sensory Stay and Play with Sherwood Community Services
- October 11, 10:30am: Barks & Books
- October 11, 2pm: Teen Crafting Studio: Collage
- October 15, 5:30pm: WA Cares Basics: What Washingtonians Need to Know
- October 23, 4pm: Exploring the Solar System with a NASA ambassador
- October 25, 2pm: Día de los Muertos Celebration

- October 28, 4pm: Pumpkin Party Story and Craft
- November 1, 1pm/4pm: Intro to Mini Figure Painting
- November 6, 3pm: Craft Sampling: Japanese Stab Bookbinding
- November 6, 6pm: Drop-in for Adventure: TTRPG for Adults
- November 15, 10:30am: Thankfulness: A Basket Full with Tulalip Storyteller Lois Landgrebe
- December 1, 4:30pm: Navigating Holiday Gatherings & Travel with people with Dementia
- December 3: Blood Drive with Bloodworks NW
- December 12, 2:30pm: Gingerbread House making
- December 20, 2pm: Winter Holiday Storytime
- December 30: Fairytale Storytime with Mrs. Washington America and Mrs. PNW.

#### **New Lake Stevens Library: Construction Continues on Schedule**

- Offsite work on the structural steel, cross-laminated timber, and other pre-fabrication pieces continues.
- Structural steel pieces were delivered in early October and additional pre-fabrication pieces will arrive in the coming weeks. Once these pieces arrive on site, the building structure will go up quickly and move into advanced exterior work.
- Site improvement work began in September and will continue through the fall with the installation of native plants and construction of additional landscape elements.
- In November, the parking lot and sidewalk work will be completed.
- Construction photos are on display at the library via a digital photo frame, so customers can see the progress week by week.
- Construction of the building is on track to be completed in spring of 2026, with the library celebrating a grand opening in the summer.

# Friends of the Library Week: October 19-25, 2025

All year, the Friends give their time, creativity, energy, passion, and support to the Lake Stevens Library.

We take this week to honor all that they have dedicated to sponsoring library programming, spaces, and staff.

In the last year, the Lake Stevens Library has been able to offer 413 programs, serving over 5,650 customers, because of their support.

While numbers are just a small part of the story that library programming provides to the community, I hope that having this data helps demonstrate a little of the tremendous impact they have in making Lake Stevens a stronger, more connected community.

This week, we honor their tireless dedication and contribution to the Lake Stevens Library and thank them for their support.



## Sno-Isle Libraries District-Wide Updates:

**October: Bring a Friend to the Library!** From October 1-October 31, bring a friend to any Sno-Isle Library to get their library card. You'll each get to take home a limited edition Sno-Isle tote bag!

**October 22, 4pm:** Nobel Peace Prize Laureate Malala Yousafzai joins us to talk about her astonishing memoir, [Finding My Way](#). Malala Yousafzai is an education activist, the youngest-ever Nobel laureate, bestselling author, and award-winning film producer.

**Find us on TikTok:** Sno-Isle Libraries recently launched a [TikTok account](#) to showcase library joy in action and expand our social media following, especially among users under 35. This will support us meeting customers where they are and tapping into more playful cultural moments.

