

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.

July 21, 2022 - 4:30 PM

HYBRID MEETING - TWO WAYS TO PARTICIPATE:

Join Zoom Meeting: <https://us02web.zoom.us/j/88296768761>

or call in at: 253-215-8782 Meeting ID: 882 9676 8761

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

- 1. Call to Order**
- 2. Roll Call & Introductions**
- 3. Approval of Minutes**
 - A. April 21, 2022
- 4. New Business**
- 5. Reports**
 - A. Friends
 - B. Managing Librarian/Sno-Isle Libraries
 - C. Report from the City
- 6. Board Comments**
- 7. Adjourn**
- 8. Next Meeting: October 20, 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 Report

April 21, 2022

Antoinette Morales-Tanner, Lake Stevens Library Manager

Lindsay Hanson, District Manager

Programming and Outreach Updates:

School Readiness Cards: The Lake Stevens School District launched School Readiness Cards on March 2nd. Each student in the school district now receives a library card automatically, using their student ID number. This makes accessing Sno-Isle's breadth of electronic and print resources even easier, and helps teachers integrate these resources into their classroom lesson plans. Promotional materials and information were sent out to families, and we hosted two training sessions with the district's school librarians on how they can help students and teachers get connected.

Laptop/Hotspots to Go: Sno-Isle recently purchased an additional fifty laptops and hotspots, which check out together as a complete kit. Individual hotspots and individual laptops are also still available. In response to high demand, the loan periods for laptops and hotspots have been extended to check out for three weeks at a time.

Covid test distribution: In partnership with the Snohomish County Health District, the library has Self-Test at Home Covid-19 tests available for customers in the branch. We have also been distributing test kits to community partners, including the Lake Stevens Food Bank, the Senior Center, Lake Stevens Allies for BIPOC, the Boys and Girls Club, and the Volunteers of America.

Tech Tutoring partnership with the Lake Stevens Senior Center: Library staff host one-on-one assistance on the first and third Wednesdays of each month at the Senior Center. Appointments are available through the Senior Center. Library staff also host individual assistance appointments through Sno-Isle's "Book a Librarian" Service. These appointments can be made online, over the phone, or at the library.

Toys, Crafts, and Programs in the Library: As health restrictions have eased, the library has begun to roll out in-person activities in stages. We have recently added interactive toys, crafts, coloring sheets, and other play elements to the children's area. We are currently working on a plan to begin in-person programming this summer.

Checkout Washington Discover Pass: In January, Sno-Isle launched the Discover Pass program. Passes can be placed on reserve and check out for 7 days. The pass can be used on lands managed by Washington State Parks, Washington State Department of Natural Resources, and Washington Department of Fish & Wildlife.

STARS Training Series: STARS is a Washington State mandated training program for childcare providers. STARS is a career development system designed to improve childcare through basic

and ongoing training for childcare providers. Sno-Isle is providing another series of free, virtual STARS training courses in April and May.

Building Updates:

Meeting Rooms and Study Rooms open for Reservations: Meeting rooms and study rooms opened March 14th for reservations. Sno-Isle will be launching an online reservation system in the coming months to make it easier to see what rooms are available system-wide.

Shelving Changes: We have re-arranged our newspaper and magazine shelving to help customers find these materials more easily and added larger signage to draw attention to those materials. Staff have also added train-themed signs to draw attention to the new children's books at the entrance. Books on hold have been moved to the shelves across from the Newspapers and Magazines, so that all new books (adults, teens, and children's) are on the first shelf at the entrance.

April Artist Exhibit

Artist David Board is April's featured artist. David is one of the founders of Stage 2 Interactive, a company based in Snohomish that develops science-themed apps and games. David presented a program in November 2021 with Sno-Isle entitled "Become a Video Game Designer," which is available on the Library's YouTube Channel:

<https://www.youtube.com/watch?v=9EQ6HI5c1mw>

New Library Site Signage: New signage and a "Hello, Neighbor" informational flyer has been posted at the Chapel Hill property. Our focus for the next several months will be to continue to engage with the community for insight and feedback, to provide updates via a dedicated website, newsletter, and email address, and to continue community conversations that ensure public input remains central to the building process.

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.

Lake Stevens Library Board

April 21, 2022

The meeting was hosted via Zoom 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 (New Boardmember)

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

Friends: Melissa Knaak

City Council: Mary Dickinson

City: Russ Wright (Community Development Director), Kelly Chelin (City Clerk)

Excused Absences: Candace Barlow

Non-Excused Absences: None

Roll Call & Introductions: Note that our new Library Boardmember was introduced, JoAnne VanLeuven.

Oath of Office to New Board Member. JoAnne VanLeuven was sworn in as a new boardmember by Kelly Chelin.

Approval of prior meeting minutes

The board approved by unanimous consent the minutes of the January 20, 2022 meeting as submitted. On vote the motion carried (9-0-0-0). Going forward the meeting minutes can be approved by unanimous consent by the board for time purposes.

New Business

Changes to Library Board By-laws (See attached Revised By-laws)

We approved all the changes at the last meeting but we didn't do the approval as amended.

Helen Taylor made a motion to accept the amended By-Laws and Leann Balbirona seconded the motion. On vote the motion carried (9-0-0-0).

Kelly Chelin will make arrangements in the future for all of the Boardmembers to sign the revised By-laws either by electronic signature or in person.

Reports

Friends: Melissa Knaak, President, said that the Friends group will be restructuring the Friends group. Their fundraising is new and different. Starting Quarterly book sales rather than Aqua Fest Book Sales. They will be held Fridays and Saturdays. The first one is April 29th and April 30th from 10:30am-5:30pm. They have had a good turnout for signups. It will be held in the Library Meeting Room at the end of the year that hasn't sold they will have a big pickup. They have a few spots to anyone that is part of the Friends group that wants to sign up they can.

Fundraising there is a new chair, Dana Bittinger, she has volunteered to help raise funds for furnishings for the new Library. They will start a new fund for this.

There will be a fundraiser at Mod Pizza on May 19th. It will be on the Mod Pizza website.

They are looking into the Farmer's Market this summer. It may be too expensive to be there based on the money they could make from it unless the City was able to provide a free space.

They are going to continue the Advent Books that will make up for not participating at Aqua Fest and they will start selling them in Mid-August cut them off in Mid-October. We sold almost 2000 books last year and made a lot of money from the Sales. They will also offer people to sponsor a family or go to a certain place, Family Center has a library now due to people donating Advent Books last year.

As far as money, the Year-to-date income is \$1027.76. All that is required to be provided to the Library is \$1200.00, they also have to pay for the storage unit but that should be fine. Right now \$11,032.99 is in the checking account and they will pull \$7000 and put it in to a cd that is maturing in May that is currently it has \$10,500 and then they will change it to two cd's and change it to a two year cd and then they will have two cd's that will be rolling every other year.

Question from Andy Powers, Are you accepting donation of books at the Library? Yes, they have space to start taking books at the library as of March. If it is a large donation, they would like to be contacted due to lack of space.

Question from Helen Taylor, Are you only accepting donations of Children's Books? No, they accept all books with the exception of Text Books and Encyclopedias.

Lake Stevens Library Report:

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

They launched the School Readiness Cards on March 2nd which means that every student in the school district receives a library card automatically using their school id. The teachers can also use to sign up for a digital card to help them with their lessons plans. They sent out promotional materials and they also have hosted a couple training sessions as well to the school librarians.

Sno-Isle has recently purchased and an additional 50 laptops and hot spots. It is now a kit package and not done separately. They can now be checked out for 3 weeks at a time instead of 1 week.

They have partnered with Snohomish County Health District to provide at home rapid Covid 19 Tests both at the library as well as community partners for distribution, Boys and Girls Club, the Lake Stevens Food Bank, The Senior Center, and Volunteers for America. They also have them at the Library at the front door if anyone needs them.

This quarter they have launched a partnership with the Lake Stevens Senior Center for one on one tech assistance of their Library staff to go and work with the Seniors to assist them with technology twice a month on the first and third Wednesdays. He his helps them with their Ipads and gets their Ebooks downloaded. They are able to talk to about the services that are happening library. They have seen an increase with book a librarian service.

They have seen the easing of health restrictions. Toys and crafts and in person programs will be rolling out in June.

In January they launched the Discovery Pass program, you can checkout a pass and use it Washington State Parks and it can save you money.

Stars Training Series has launched, which is a Washington State mandated program for Child Care providers. It is free online virtual training and get Stars credit.

Building updates: Meeting and Study Rooms are now open for reservation. You can book them by calling or stopping.

They have organized the newspapers and magazines and have moved the hold section and the new books are now in the front.

David Borde Art, space photography, will be featured in April.

New signage at the new Chapel Hill library site installed, there are two signs and a realtor flyer box with information inside. The focus for the next several months will be to engage with the community and feedback and provide updates via a dedicated website, an electronic newsletter and an email that will be responded to.

Questions: Abe Martinez asked about the 50 laptops and hot spots that were added if they were system wide. Antoinette responded Yes and that they were in addition to what they already had. Abe also asked about the school card program. Is this program a new thing or offered at other school districts? Lindsay Hanson answered that there are other districts and libraries that do have this. It is really a great program, it really increases access to kids.

Abe Martinez asked about the circulation numbers and Lindsay Hanson said she would discuss it later in her report.

Sno-Isle Library Reports:

Lindsay Hanson, District Manager of Sno-Isle, gave us an update on the status of building the new library. They put out a RSQ for proposals for an architect to help with the building on the Sno-Isle website they have a month to submit and then they will reviewing applications in May.

They are planning on scheduling two additional meetings with the community on follow up conversations to dig deeper on the feedback on what the community is wanting for the new library. They don't have the dates yet but they are hoping early May.

Sno-Isle last week has applied to Congress Susan DelBene for a 2 million Federal Grant through HUD for Construction. Very appreciative for Mayor Dailey, Councilwoman Dickinson, and Senator John Lovick their support with letters of recommendations. They are also pursuing other funding opportunities.

Question

Helen Taylor had a question if the Grant was Federal? Lindsay said yes, it is Federal.

Lindsay Hanson provided a slide of Sno-Isle's numbers for 2021 and gave a Community report. She shared they welcomed people back to in person library services and well as contact free. She also shared that they have launched the on line programming and has been hugely successful and they have set a digital records of checkout of 3 million which is big milestone and very good compared to other public libraries in Washington State.

Last year they offered over 1400 events, 2130 Author Events, Over 800 Children Storytimes including Bilingual, (Korean ,Russian and Spanish) and 4,553 Library Picks and Staff Recommendations. They are now serving over 800,000 residents from their 23 libraries.

They were able to print over 800k pages of printing service via remote to their customers.

They are primarily funded by Property Taxes (95.1%) and Grants(3.5%) and funding from other sources (1.4%).

Their mission going forward coming out of Covid how best they can they serve the customers the best way.

Questions

Abe Martinez stated how impressive the report was and the numbers are great. The best report he has seen.

Helen Taylor commented on 3.4 she thinks she was 10 percent of that and really appreciated the digital resources feature.

Mary Dickinson, is very happy with the progress and happy to volunteer and think it is great they are doing children stories in languages but was wondering if they had it in sign language.

Lindsay Hanson responded that it is a great suggestion for sign language. They do offer translation when requested. They are about to launch a new accessibility on the website on how to request accommodations on the chat or email.

Melissa Maffeo stated that it was a great presentation. She asked if she could get the PowerPoint slide for the minutes. Lindsay Hanson said it was not available at this time.

Abe Martinez asked Antoinette Morales-Tanner if she had provided her library report to Melissa Maffeo for the minutes. Antoinette Morales-Tanner said she had not yet but would send it to her after the meeting

Lake Stevens City Reports:

Russ Wright (Community Director) stated that we are nearing the halfway mark of the year, the city is now looking at budgets. They had their first budget amendment looking at actuals

and their first financial audit which came out clean. It is the time of year going out for Grants. They have made several requests for Federal Grants to their delegation for local projects. They include Transportation projects for some Civic improvements and Environmental projects. They also have requested Historical Grant through the State of Washington to help fund the local museum. Also, they have also submitted several grants for the parks. One has been funded for Eagle Ridge, Frontier Heights and have always received some funding for boat moorage at North Cove Park.

Staffing changes has been happening in the city, some key changes to some important positions have occurred. Every department has been expanding to meet the needs of the community.

Questions

Abe Martinez asked about the decision that has been made on the Chapel Hill property.

Russ Wright responded saying the decision has not been made at this point, the City following the Council Retreat was directed to look at other options for City Hall and one of those options potentially selling the Chapel Hill property and going a different direction, they are getting appraisals done on that property.

Abe Martinez there is a possibility that Chapel Hill property will not be used as a City Complex.

Russ Wright they are looking at the budget and competing priorities and Council wants to see all the different alternatives.

Shaelynn Charvet Bates asked moving forward with the land is there a thought to make it public services of any kind, or if it could be sold privately, her concern is that anything could be put next to Library.

Russ Wright said there is not much he can say other that they are exploring alternatives and if the city council does decide to sell but they would like to have a development agreement process with a purchase and sale agreement so they could control the use for the property so that it is the best use for the property.

Abe Martinez added this is a change from what the property was to be used for and even though it is not final but it is now headed in a different direction.

Mary Dickinson, City council stated they had an amazing retreat and she suggested to Lindsay that she may be able to get a Grant from Snohomish Conservation District because one of the designs that Stowe Developers came up with totally included the wetlands on the property. They will keep in mind that the community and elderly housing that surrounds the property. She also wants to keep in mind what is best for the city. She thinks the Library Manager is amazing!

Shaelynn Charvet Bates wants to clarify if a community center of some sort is completely off the table for the Chapel Hill Property?

Russ Wright answered said there has been no final decision on the Chapel Hill Property.

Abe Martinez said to take a look at the City Council meetings online. It's a great resource to see what is going on in the city.

Leann Balbirona is there a timeline for when the city will make a decision on the Chapel Hill Property.

Russ Wright responded that they hope to have a decision made by the end of the summer.

Shaelynn Charvet Bates stated that the library cards have been great for what they have been doing with the schools. It was a great mailing so easy for her kids and she thanks Sno-Isle for making this happen for Lake Stevens.

Abe Martinez is very glad and hopeful there has been the agreement on the city and Sno-Isle to come together on the new library.

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 Andy Powers, seconded it. (The motion passed unanimously) The meeting was adjourned at 5:40 p.m.

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

Respectfully submitted,

Melissa Maffeo
Secretary