

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.

January 20, 2022 - 4:30 PM

REMOTE ACCESS ONLY – VIA ZOOM

Join Zoom Meeting: <https://us02web.zoom.us/j/84421091535>

or call in at: 253-215-8782 Meeting ID: 844 2109 1535

1. **Call to Order** Mayor
2. **Roll Call & Introductions**
3. **Approval of Minutes**
 - A. October 21, 2021 Meeting Minutes
4. **New Business**
 - A. Thank you and Best Wishes to Lynn Myers
 - B. New Opening on Library Board as a result
 - C. Changes to Library Board By-Laws
5. **Reports**
 - A. Friends: Melissa Knaak
 - B. Managing Librarian: Antoinette Morales-Tanner
 - C. Report from the City
 - D. Sno-Isle Library - Chy Ross
6. **Board Comments**
7. **Adjourn**
 - A. Next Meeting: April 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

October 21, 2021

The meeting was hosted via Zoom and called to order by Shaelynn Charvet Bates at 4:35 p.m.

In Attendance

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

Sno-Isle: Lindsay Hanson, Chy Ross

Friends: Melissa Knaak

City Council: Mary Dickinson

City: Brett Gailey, Russ Wright

Attendees: James Harmon

Excused Absences: Helen Taylor

Non-Excused Absences: None

Roll Call & Introductions: Note that our newest board member, LeeAnn Balbirona, was delayed in joining the Zoom meeting due to a technical issue. As a result, she was not sworn in prior to approval of minutes and the discussion and vote for a new Chair. The vote totals for those motions reflect that fact.

Approval of prior meeting minutes

Motion by Emily Stainbrook, second by Melissa Maffeo, to approve the minutes of the July 15, 2021 meeting as submitted. On vote the motion carried (7-0-0-2).

New Business

Election of Officers

After discussion of the on-going need to have new officers serving in both the Chair and Secretary positions, Andy Powers nominated and Stainbrook seconded a motion for Abe Martinez to serve as the next Chair of the Lake Stevens Library Board. On vote the motion carried (7-0-0-2).

More discussion followed, after which Melissa Maffeo agreed to be nominated for the position of Secretary. Andy Powers nominated and Abe Martinez seconded a motion for Melissa to serve as the next Secretary of the Lake Stevens Library Board. On a vote that ultimately came a bit later in the evening, the motion carried (8-0-0-1). The vote total reflects the fact that LeeAnn Balbirona was present and had been sworn in at the time of the vote.

Replace signage on main roads

Shaelynn pointed out that while new signage has been added to reflect the changes in downtown Lake Stevens, there are presently no directional signs on the main roads for the library at its new location.

Russ Wright reported that new “gateway” signs have been added to main roads leading to downtown, but that accurate signs for the downtown area have not yet been replaced or added. He said that another wave of signs for that purpose will be added in the coming months and that while they will be in different places, there should be adequate signs to direct the public to the library on Grade Road.

Crosswalk from sidewalk to new facility

Shaelynn shared a concern passed along to her by someone at the LS School District that there is no crosswalk on Grade Road to the new library location. Russ Wright said he was not aware of this concern but would investigate a resolution to this problem. He asked for more information from the original source, which Shaelynn said she would provide.

Reports

Sno-Isle Library Reports:

Lindsay Hanson, Sno-Isle East District Manager, shared details provided in the report attached below. (Lake Stevens Library Board Report - October 21, 2021)

Chy Ross, Assistant Director of Capital Strategy, gave us a brief update on the status of the Chapel Hill Civic Center/Library project from Sno-Isle’s perspective. At this point Sno-Isle has come to an agreement with the city that the original Public-Private-Partnership concept is not a feasible funding strategy. That leaves options for more traditional strategies, such as a bond issuance, which would require a vote by the citizens for a property tax increase. No decisions have been made as to how, when, or even if, that might happen.

He said Sno-Isle is still committed to finding alternative sources, such as the 3.2 million dollars in state grants. More on that below.

Russ Wright, Lake Stevens Community Development Director was asked if he had any comments regarding Sno-Isle’s report. He said he agrees with all that Chy Ross reports and added that the city is in the process of engaging a marketing strategy for the future project. It will be broader in scope but will include the library as a key element in those plans.

Shaelynn asked about timing for use of the state grants. Chy said that the first part of the funding was used to pay for Sno-Isle’s portion of the preliminary design work accomplished thus far. The remainder is intended to be used in the 2021-2023 bi-annual legislative timeframe. No specific figures were given as to how much has been spent or what remains.

LeeAnn Balbirona asked about the next stage of development for North Cove Park and the rationale for the city needing a new city hall. Russ explained that from the inception of the downtown subarea plan the intention was to move city hall to a new location. Also, the temporary building used for city hall now is already full and insufficient in terms of space.

Melissa Maffeo asked about timing for the building of the permanent home for the library. Both Russ and Chy said that on average it would be two to three years before a building could be built, but much of that depends on external factors such as successful funding for the project.

City Update: As he had already provided information on the status of the civic center, Russ Wright only commented that he hoped everyone would get a chance to visit the Fall Farmer's Market happening this weekend.

Mary Dickinson mentioned that the LS Historical Museum would have an open house at their temporary location this weekend as well.

Friends: Melissa Knaak said that the past quarter has been good for the group. Within the next weekend the Book Nook will be up and running in the new library location. While smaller, it will be a welcome addition as it has been unavailable since the beginning of the COVID shutdowns. While there will not be a Virtual Craft Fair or Dickens Fair in which to sell gift baskets, another very positive alternative has been the Book Advent Calendar sale. This was an idea made possible through the technical work of Dana Bittinger, who is a newer member of the Friends group.

In just the four days since it went live, 68 orders have come worth \$1,910. As a comparison, during Aquafest book sales a good year might total \$2,500 and this is only the beginning of the Advent campaign. **This also means that there is a great need for children's books to quickly fill the orders, so Melissa asked for donations.**

She mentioned that the group will begin using their Square account as a marketplace for baskets and possibly other items in the future.

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

Board Comments: Shaelynn shared a comment from Helen Taylor that the new library location looks great and is a wonderful improvement. She also wondered if there is an interim manager who might be filling in since Alisa Erickson-Chongrak is due to leave to manage the Sultan location. Lindsay said that hopefully there will not be much of an interim, but until then she will be filling in.

There was a question about if the next meeting will be via Zoom, or in person. LS City clerk Kelly Chelin told us that it all depends on state requirements, and that she would keep us informed as she learns more.

Adjournment:

The meeting was adjourned at 5:39.

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

Respectfully submitted,
Abraham Martinez
Secretary

Lake Stevens Library Board Report

October 21, 2021

Report

Alisa Erickson-Chongrak, Assistant Library Manager
Lindsay Hanson, District Manager

New shelving is here!

We re-opened with our new shelves last Tuesday October 12th! They look fantastic and have made it possible to drastically increase our collection size. Staff and customers are loving the new space! At this time, our meetings rooms are not yet available for reservations, and we are not planning for in-person programming. We are all eager to return to normal library business and are looking for direction from our local health districts for when that will be advisable.

Summer Reading Program 2021

This summer 203 kids and teens participated in the summer reading program. 102 kids and 24 teens came in to retrieve their prize books. We were very pleased with this turn out and staff were happy to support Lake Stevens kids in their summer reading adventures!

Lundeen Wrap Up

We are grateful to have been given the opportunity to provide library services out of Lundeen park this summer. We had a great response from our community and signed up more new library users than any summer in recent memory. We often heard that the location was convenient, and that park-goers appreciated having the ability to browse and check out books.

Community Collaborations

- Harvest Fest - As many of you know, this year's Harvest Fest has some online elements, one of which is a coloring contest. We are happy to be participating as one of the pickup locations for the contest coloring sheets. Kids and families have been coming to our new location to pick up the coloring sheets.
- Community Forest Art Project - While preparing to open in our new space we wanted to work with our Lake Stevens community to fill an empty wall toward the front of our building. During the first couple of weeks we were open staff provided paper and paint for customers to decorate a tree. Then our talented staff member Yoko put them together to create a beautiful piece of collaborative art!

New Lake Stevens Manager coming this year!

Sadly, Alisa Erickson-Chongrak's last day as our Assistant Library Manager is on Monday. She is looking forward to re-joining the crew at the Sultan Library. We have been so grateful for her incredible help at Lake Stevens during this year's many transitions. We're currently in an interview process for a new manager and plan to have someone on board by the end of the year!

SNO-ISLE LIBRARIES
LAKE STEVENS LIBRARY BOARD

BY-LAWS

Approved July 21, 2016

Meetings

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. 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.

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

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. 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.

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
 - 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.

DATED this 20th day of October, 2016.



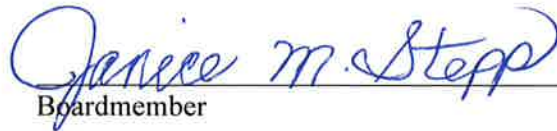
Chairperson



Secretary



Boardmember



Boardmember



Boardmember



Boardmember



Boardmember



Boardmember



Boardmember

From: [Chy Ross](#)
To: [Helen Taylor](#); [Abraham Martinez](#); [Melissa Maffeo](#); emily.stainbrook@gmail.com; [Shaelynn Bates](#); [Candace Barlow](#); [Andy Powers](#); [Lynn Myers](#)
Cc: [Mary Dickinson](#); [Kelly Chelin](#); [Lindsay Hanson](#); [Antoinette Morales-Tanner](#)
Subject: Sno-Isle Libraries" Capital Update for the Lake Stevens Library Advisory Board
Date: Tuesday, January 18, 2022 11:17:15 AM
Attachments: [image003.png](#)
[Lake Stevens Library Advisory Board Update - January 2022.pdf](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings,

I hope everyone has had a great start to the new year. We are certainly looking forward to working with the Lake Stevens community in 2022 and making more progress towards the goal of a new, larger library.

We are looking forward to the Library Advisory Board meeting this Thursday, and we have an exciting update on the status of work towards a new Lake Stevens Library and Sno-Isle Libraries' priority work with the community in 2022. Given the importance of the subject for the Board and the community, I wanted to share a written version of the update I will provide on Thursday so that you have time before the meeting to review it and come prepared with comments and questions.

As always, I am happy to make time for any discussions or questions you might have related to our work towards a new library for Lake Stevens or any other library business.

Thank you,
Chy

Chy Ross
Assistant Director of Capital Strategy and Planning

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Lake Stevens Library

Library Advisory Board Update – January 2022

Sno-Isle Libraries is excited to move forward in 2022 with progress on a new, larger library for the Lake Stevens community.

Funding Options

In 2021, the library district secured \$3.1 million in state grants, with the support of Senator John Lovick, to fund an early learning-focused public library. Building on this funding foundation, Sno-Isle is prepared to begin site preparations this year, while continuing to pursue the remaining funding needed to construct a new library.

The state grants come with a matching funding requirement, and Sno-Isle is committed to securing or providing the needed matching funds.

The priority for Sno-Isle Libraries in Lake Stevens this year is to secure the remaining funding needed to build a new, larger library on the property owned by the district in the Chapel Hill neighborhood. These alternate funding strategies will reduce the previous reliance on a public bond election. The approach in Lake Stevens will be to continue to pursue these alternate funding sources, and engage with the community- **with the goal of no bond election.**

Sno-Isle Libraries – Capital Funding Focus and Ongoing Community Engagement

Sno-Isle Libraries is approaching the process of funding capital projects like new library construction in a different way than in the past. The focus is to secure funding from a combination of sources – grant funding, capital campaigns, regular levy funds – and move away from the use of capital bond elections.

Approaching the new library project this way – starting with the state grants and matching funds while actively pursuing further funding sources – will **allow Sno-Isle to begin site preparations at the Chapel Hill property owned by the library district.**

Community input will continue to be central to the process for this project, and the library looks forward to this ongoing conversation with the Lake Stevens community.

Civic Center Campus

Sno-Isle appreciates the joint exploratory process that began in the fall of 2020 with the City of Lake Stevens to evaluate the feasibility of a [Civic Center Campus](#) that would house a new city hall, sewer district offices, and library building. Community input throughout the process has been key, with the agencies hosting multiple public meetings and surveys to better understand how a civic campus might meet residents' needs.

The outcome of these efforts was the development of three proposed site plan alternatives, which were eventually refined into a fourth preferred alternative based on feedback from the community and the Lake Stevens City Council.

The preferred alternative is an exciting prospect, and Sno-Isle Libraries is interested in continuing the partnership with the City to develop a Civic Center Campus concept. However, pursuing a private-public partnership without an identified, sustainable funding source is not a fiscally responsible approach and will not be pursued as a financing option. With state grant funding secured, that needs to be used on a 2021-23 timeline, the library is moving forward with development now.

Sno-Isle Libraries looks forward to reengaging with the City after the upcoming City Council retreat in February to create a collaborative pathway for the library to begin construction this year in a way that is coordinated with the City's efforts to build a City Hall.

Sno-Isle Libraries is excited to see the long-standing community goal of a new, larger library starting to become a reality, and looks forward to working with library customers, the Lake Stevens community, the City, state and federal governments and public agencies, and other civic and community partners in the coming year to fully realize this goal.

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