

LAKE STEVENS LIBRARY BOARD

Minutes June 16, 2011

Attendees - Board Members: David Tremaine, Janice Stepp, Gloria Davis, Darren Sylte, Debby Ames, Shaelynn Charvet-Bates, Janet Lundquist. Absent: Diana Borges

Sno-Isle: Valerie Stevens, Donna Colamatteo – Managing Librarian, Monica Jackson – Lake Stevens Children’s Librarian

Friends of the Library: Shirley Anderson

Chairman David Tremaine called the meeting to order at 4:30 p.m.

Minutes: A motion to accept the minutes as corrected (City is reviewing codes and zoning..)was seconded and approved.

Old Business: Reviewed the **Duties/Responsibilities of the Library Board** per City ordinance No. 478. The following additions/corrections will be included - Lake Stevens Ordinance No. 478, **2.60.05**

0 Duties – The Library Board shall perform the following duties:

A. Help identify the library needs of the community and communicate those needs to the City of Lake Stevens and Sno-Isle Libraries.

B – removed

C – (Becomes B) – Interface with the Friends of the Library and other library support groups to raise local awareness regarding the value of the public library and to increase visibility of the library’s services.

D. (becomes C) Help insure that the library facility meets the needs of the community.

E (becomes D) – Meet periodically with the City of Lake Stevens, Sno-Isle Libraries Deputy Director and Staff, maintain an awareness of ongoing library services and programs and, as needed, make recommendations to the City of Lake Stevens City Council regarding library service in Lake Stevens.

REPORTS: City- Jan Berg - a walk through of the library was done by Debby Ames, David Tremaine and Donna Colamatteo identifying the following budget needs for the library: (1) New Library Sign for Main Street façade; (2) New carpeting for library; (3) Parking lot repairs? (3) Move handicapped parking slot; (4) Small bike rack; (5) More regular maintenance of exterior boardwalk and grounds. In addition, Jan was again made aware of the need for the city to fix the lighting outside the historical society main entrance.

- Jan Berg will be our liaison to the City Council.
- Discussion about the Library Board needing to be represented at the city council meetings especially when specific needs of the library are to be addressed.
- Board Vacancy due to the resignation of Jennifer Davis is being advertised by the city. It was suggested that perhaps a high school student or a person with young children would be most desirable. They must live within the UGA (Urban Growth Area). Any interested person should contact Norma Scott at the City of Lake Stevens 425-377-3225 or via e-mail: nscott@ci.lake-stevens.wa.us. Janice Stepp will contact Kristen at the high school library to see if she knows of a student who may be interested.

Sno-Isle Report: Val Stevens handed out the following which are included with these minutes:

- Statement of Expenditures for Lake Stevens Community Library by Sno-Isle Libraries;
- 2011 Budget (Not separated out by individual library)
- Annexation Agreement between The City of Lake Stevens and Sno-Isle
- Each meeting she will bring to us “Talking Points” which we can use when speaking with community members; friends, etc. regarding the library. This time the topic was “Early Literacy” (attached).
- When asked about a time line for new library, Val stated that hopefully a bond measure could be placed before the voters at the 2012 fall general election. She reminded us that within 4 years a new library could be in place for Lake Stevens if all goes as planned i.e the election can get on the ballot, is positive (it needs 60% to pass!). The city and Sno-Isle work out the details.
- She will look into getting name tags for board members.

Interim Managing Librarian – Donna Colamatteo presented her report (attached). She introduced our new Children’s Librarian, Monica Jackson, who comes to us with 15 years library experience most recently from the Seattle Public Library, is the mother of 2 young children and is excited to be here. Welcome Monica!

Friends of the Library – Meetings now on the 2nd Monday at 7 p.m. in the Historical Society Reading Room. We were reminded of all the things which friends support including Children’s programming, new children’s furniture for the library, the Aqua Fest Book Sale, 1 free book for each child with a coupon after the Children’s Parade to name a few. Will be visible at October Fest – 10/22? – a new city sponsored event.

Aqua Fest - Shaelynn passed around a sign-up sheet for the Aqua Fest book sale. Help is needed: Wednesday July 27 to get boxes of books to library from the off-site storage location (will need trucks for this) and from upstairs in the library; Thursday July 28 – put books out ready for sale; Friday, Saturday, Sunday July 29, 30, 31 for the sale.

Odds and Ends – Val and Donna will get copies of By-Laws from other library boards as we need to have our own in place.

Throughout this meeting the Board was reminded that we are advocates for the library. Our visibility at programs, city council meetings, Aqua Fest etc., Friends of the Library meetings/events is very important.

Important Dates to Remember: Aqua Fest – **July 27 – 31** (This includes set up days);

Library Board Meeting: Thursday **September 15** at 4:30 p.m. to discuss Parking Lot Budget info. from City); **September 26** - City Council Meeting.

Meeting adjourned at 6:15 p.m.

Submitted by Janice Stepp,
Secretary