

# **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 3.1 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

  
Abraham Martinez  
Abraham Martinez (Apr 28, 2022 17:59 PDT)

## **Lake Stevens Library Board Report**

October 21, 2021

### **Report**

*Alisa Erickson-Chongrak, Assistant Library Manager*

*Lindsay Hanson, District Manager*

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### **New shelving is here!**

We re-opened with our new shelves last Tuesday October 12<sup>th</sup>! 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 in 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!

# LS Library Board Minutes 10-21-2021

Final Audit Report

2022-04-29

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