



**Lake Stevens Library Board
April 15, 2021 at 4:30 p.m.
BY REMOTE ACCESS ONLY VIA ZOOM**

Join Zoom Meeting:
<https://us02web.zoom.us/j/87216927615>
Or call in at: (253) 215-8782
Meeting ID: 872 1692 7615

Call to Order

Roll Call & Introductions

Oath of Office for New Member Candace Barlow – Kelly Chelin

Approval of Minutes: January 21, 2021

New Business:

- Process for Moving the Library to New Location
- BIPOC email
- Memorial Plantings at Current Library Site

Reports:

Managing Librarian – Lindsay Hanson

Sno-Isle Update

City Update

Committees:

- Facilities
- Friends: Melissa Knaak

Board Comments

Adjournment

Next meeting: July 15, 2021 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 the Human Resources Director, 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

January 21, 2021

The meeting was hosted via Zoom and was called to order by Shaelynn Charvet Bates at 4:31 p.m.

In Attendance

Board: Shaelynn Charvet Bates, Abe Martinez, Melissa Malfo; Teresa Bannon; Andy Powers; Emily Stainbrook; Helen Taylor, Lynn Meyers **Sno-Isle:** Rebecca Loney, Lindsay Hanson **Friends:** Melissa Knaak; **City Council:** Mary Dickinson **City:** Kelly Chelin, Russ Wright, Brett Gailey

Roll Call & Introductions

Oath of Office: Conducted by Russ Wright and Kelly Chelin to new members Helen Taylor and Lynn Myers, as well as for renewing member Abe Martinez

Approval of prior meeting minutes

Motion by Andy Powers, second by Melissa Malfo, to approve the minutes of the July 16, 2020 meeting as submitted with minor corrections. On vote the motion carried (8-0-0-0).

Reports

Managing Librarian: Lindsay Hanson provided information on how the library has continued to operate under the COVID-19 restrictions and spent some time discussing the upcoming relocation. A copy of her report is attached to these minutes.

Sno-Isle Director of Public Services: Rebecca Loney spoke about Sno-Isle's efforts to adhere to the Governor's "Roadmap to Recovery" guidelines going forward as regards a COVID-19 response. Many challenges are ahead, but the executive team has a plan as each stage of recovery is met for each region within the Governor's plan. Note that as every region is still at phase one, the libraries continue to operate as they have for the past several months.

Rebecca went on to mention some of the ways that Sno-Isle anticipates operating once greater latitude is given for phased openings. In particular she mentioned the Home Library Project, a program supported by the Sno-Isle Foundation, which has distributed over 6,000 books to over 650 families within the Sno-Isle service area. She also mentioned the laptop checkout program, which is covered in Lindsay's report.

Finally, Rebecca mentioned the fact that Sno-Isle is beginning to look at installing “holds” lockers throughout the region. These are specialized lockers that provide customers access to materials even if the library is closed to the public either after hours, or due to something like a pandemic. She said they would be rolled out at a couple of test locations and possible system wide at the library locations.

City Update: Mayor Gailey gave a few remarks in response to the Sno-Isle report and encouraged the board in their work.

Community Development Director Russ Wright provided information on the continuing discussions for a temporary location. He said no decisions have been made, but Sno-Isle and the City are working together on a suitable location.

Russ mentioned the surveys that were conducted to evaluate the desires of city residents with regard to a new library. This is also discussed in Lindsay’s report. He briefly mentioned possible financing for the new civic complex, but only said that there would need to be further discussions with Sno-Isle to decide a path forward. He then gave a quick update of other city development projects.

Helen Taylor asked for more information on the methodology in analyzing the survey data and asked if she could get access to other data from past surveys on the subject. Lindsay said she would search for the data and analysis and pass it on to Helen. Mary Dickenson also volunteered to share her own observations gained through extensive interactions with residents.

In response to a question by Abe, both Russ and Lindsay said options for a temporary location may be in the Frontier Village shopping area. In particular, the old Payless Shoe Store is one space that the city and Sno-Isle have looked at. Both representatives said that much depends on financing and shared cost arrangements.

Helen asked if the published dates for the Civic Campus are still on track. Russ said that “roughly speaking they are still on track.” The city has completed their needs assessment and he believes Sno-Isle will have theirs completed soon as well.

Later in the meeting Andy Powers had a vital question about timing for the transition. The moveout date from the present location is supposed to be at the end of May, 2021. This presents a very tight timeline for any improvements or other construction requirements to be completed. Andy asked if there might be a period where there is not a library in Lake Stevens. Lindsay said there is a possibility of this, but the hope is that, if required, it would be short period. At this point no one knows if it is necessary. Russ agreed and said he has confidence that the city and Sno-Isle can work to provide service in one way or another.

Rebecca Loney echoed Russ' comments and said that Sno-Isle is committed to providing library service to the city. All appropriate agency representatives said that they are aware of the challenge but have not yet reached a decision on the location and thus cannot make conjectures without reaching that point.

Facilities: There are no outstanding issues for this committee and no report is necessary. Lindsay commented that the city has agreed to leave the exterior holiday lights up and working since they continue to be attractive while providing added security during the short days of the winter.

Friends: Melissa Knaak said that 2020 was a good year despite the COVID restrictions. The members agreed to continue monthly meetings via Zoom. Basket sales have continued and are done online through Facebook and Offer Up. The budget for the year ended with a net positive figure just under \$750.00.

Mayor Gailey offered an encouragement to push for library supporters to make use of Amazon Smile donations. He said that right now Amazon is the largest source of sales tax receipts for the city. Melissa agreed it is a good source. Last year the Friends received over \$100.00 from Amazon Smile donations.

New Business:

Board Comments: None

Adjournment: Lynn Meyers moved and Melissa Malfo seconded. On vote the motion carried (8-0-0-0).

The meeting was adjourned at 5:33.

Next meeting: April 14, 2021 at 4:30 p.m.

Respectfully submitted,
Abraham Martinez
Secretary

Lake Stevens Library Board

January 21, 2021

Report

Lindsay Hanson, Library Manager

Building Update

Sno-Isle and the City of Lake Stevens are still working to determine a temporary location for the library in order to allow the city to complete North Cove Park and Mill Spur Rd. Multiple options are on the table and nothing has been decided yet. The city has asked that we be out of our current location by the end of May. Meanwhile, the Civic Center project with the City and the Sewer district continues. We're currently in the midst of a community engagement process to learn about what Lake Stevens wants in their new library.

To date we have had:

- A focus group with the Friends of the Library Board and the Library Board
- A focus group with Lake Stevens School District teachers and librarians
- Eight individual interviews with important community stakeholders.
- Surveys and focus groups with Lake Stevens Library staff and Sno-Isle Leaders

The City of Lake Stevens also ran an online survey on their [Civic Center webpage](#) in December. We had 415 responses – a great turn out! Many expressed support for the library in the written comments. Throughout our engagement efforts over the past year we have heard consistent themes for what the Lake Stevens community wants in a new library:

- Adequate space for a variety of valuable services
- Early Learning support for children and families
- Comfortable spaces for reading and visits
- Flexible indoor and outdoor spaces
- Quiet study areas and reservable free community meeting areas

We are looking forward to reviewing the final reports from the Stowe consultant team and wrapping up Phase 1 of the Civic Campus project in February/early March!

Contact Free Services

We continue to offer contact-free pick up of materials, printing and laptop checkout. Our online programming continues to be very popular! Recently we began checking out hotspots and laptops for week-long check out periods.

In 2020 the Lake Stevens Library circulated 60,067 physical items, with books accounting for the majority of check outs. It is no surprise that use of our ebooks and eaudiobooks skyrocketed this year with over 3 million check outs. That's a million more than last year! We also welcomed

thousands to our online programs. We're still tallying the totals so I'm looking forward to sharing more details with all of you when we next meet.

Consider attending these upcoming online programs!

- Paint and Sip (Watercolor) – Silver Kite Online Workshop, Saturday Jan. 23rd at 1:30pm
- Morbid Mondays Book Group (hosted by Lake Stevens staff member Adam), Monday Jan. 25th @ 6:30pm
- Online Craft & Chat – Open Sew, Wednesday Jan. 27th @ 10:30am
- Finding Grants with Foundation Directory Online, Wednesday Jan. 27th @ 4pm
- Online Pub Trivia: At the Oscars, Wednesday Jan. 27th @ 7pm
- Issues that Matter: Recognizing Anxiety and Depression in Kids, Saturday Jan. 30th @ 10am
 - This is a part of our series “Pandemic Pressures: Supporting Community and Family Mental Health.” Councilmember Anji Jorstad was one of the panelists at our first event “Wellness in Uncertainty” in her role as Mental Health Supervisor for Snohomish County Behavioral Health Services. We had 135 attendees for this event. These events will be recorded and the video of the first event should be posted soon!

To register for these events and learn about many others visit:

<https://sno-isle.bibliocommons.com/events>