

LIBRARY BOARD MINUTES
July 17, 2014

Attendees: David Tremaine, Abe Martinez, Debby Ames, Janice Stepp, ShaeLynn Charvet-Bates, Andy Powers, Diana Borges

Absent: Gloria Davis, David Corvin

City: Barbara Stevens;

Sno-Isle: Miriam Driss, Managing Librarian, Ken Harvey, Sno-Isle Communications,

David Tremaine, Chairman, called the meeting to order at 4:33 p.m. Introductions were made.

Agenda approved as presented.

Minutes of April 10, 2014, meeting were approved as presented.

Reports:

Sno-Isle – Miriam introduced Ken Harvey, Sno-Isle Communications Director, to talk about the Focus Groups and what Sno-Isle learned. Ken's report is attached to these minutes.

Ken also passed out a Non-disclosure Agreement to those who had been in the observation group. Sno-Isle needs to clarify the following for the public:

- Cost sheets for libraries close by i.e. Monroe, Snohomish who have recently built libraries. Their error was using Camano which will be remodeling an existing building;
- Language explaining library operating levy;
- Language explaining how bond levy works and the money spent.

This and other information relevant to Lake Stevens Library will be put onto the Sno-Isle website.

City: Barb explained that the city is always willing to talk. She reminded us that city personnel are invited to attend meetings but may not always be available.

Managing Librarian: Miriam's report is attached. She also had a request from the Book Club as to how kits were selected. Miriam explained that the Foundation selects the books with input from members of the Foundation as well as patrons. Books must be 'trade paperbacks.' She was thanked by Chair David Tremaine for her pro-active stance.

Friends: Sharon reminded us of the Aqua Fest Book Sale coming up. Still needs slots to fill.

Old Business

By-Laws: The By-Laws Committee presented the By-Laws. A motion was made seconded and carried to approve with the following correction: Under **Professional Council**, The final sentence will read: **A representative of city management and city council are invited to be in attendance at Library Board Meetings.** These will be distributed to all board members.

Standing Committees: Facilities Committee should meet annually with city prior to budget time. Shaelynn, Abe and Andy were appointed by the Chair to serve on this committee.

New Business

Four board members terms are ending December 2014. Should you wish to continue, please send a Letter of Interest to the city, Attention Mayor Little.

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Also consider if you would like to accept the office of Chair and/or Secretary. We will vote at the October 16 meeting.

Next Meeting: October 16, 2014

Respectfully submitted,

Janice Stepp
Secretary

Lake Stevens Library Board

Thursday, July 17, 2014

Report

Miriam Driss Managing Librarian

Highlights

Sno-Isle Libraries Research Analyst Jenny Piper recently coordinated two community focus groups in Lake Stevens to help us better understand how library customers and non-customers felt about the need for a new, larger library in Lake Stevens. Sno-Isle Libraries engaged the services of *Consumer Opinion Research* to recruit the participants and facilitate the groups. The fascinating two-hour sessions were observed by a group of city officials, library advisory board members, representatives from the Friends of the Lake Stevens Library, and library staff.

Beginning June 1, the Lake Stevens Library has been open on Sunday, 1-5 and open one hour earlier on all other days. Customers are letting us know how happy they are with the new hours. Our door count is averaging 100 on Sundays, and is expected to rise as time goes on.

Lake Stevens Library is now on Facebook. We have currently reached 300 likes! This is yet one more way for us to reach out to the community.

Programs and Services

During June, staff reached out to six schools visiting 3,360 students. Lake Stevens Library also had a booth at the Lake Stevens Safety Fair. We talked with 270 people about internet safety and library programs and services, and also signed children up for Explore Summer.

- In May, Lake Stevens Library hosted a STARS training for childcare providers. All slots were filled for this event which covered the topic of creating and using flannel board stories. This continuing service provides continuing education credits for licensed daycare providers.
- Explore Summer! Sno-Isle Libraries STEM themed summer reading program is in full swing. We have 550 children signed up and more than 54 have finished their reading goals and learning and discovering activities.
- The Bug Safari kickoff was very well attended, filling the community room to capacity. Entomologist, Brian Rolf brought a glowing scorpion, a huge tarantula, a black widow spider, hissing cockroaches and other fascinating bugs. This event was funded by the Friends of the Lake Stevens Library. Other well attended summer programs include a program featuring the history and science behind ice cream, and a Lego program. The

Brian Waite Band, also funded by the Friends, is headlining our finale, on Wednesday, August 11.

- Eleven fascinated teens attended a program where they learned about, planted, and took home carnivorous plants, as part of the Spark a Reaction Teen Summer Program. This event was funded by the library Friends. So far, we have received 31 book reviews from area teens as part of Sno-Isle's book review writing contest, where teens write reviews and win prizes. We will be offering a teen video gaming afternoon on July 29.
- Reading with Rover began in February and continues the second Saturday every month, meeting at 10:00 a.m. This is a free community based literacy program that helps children strengthen their reading skills. In June, we had 25 participants and we hope to see the program grow.
- We have offered two eReader drop-in help sessions, entitled Coffee, Donuts and eReaders. We had three in attendance in June, and nine in attendance in July. People were happy with the individual service they received and some followed up with Book-a-Librarian appointments, a service where people can schedule individual appointments with librarians.

Facility

Carpeting has been installed and walls have been painted. Our customers have been giving great feedback about the new cleaner look. A big thank you goes to The City of Lake Stevens and to Brian Rush of the Sno-Isle Libraries Facilities Department for coordinating the work.

City of Lake Stevens volunteer Judy Campbell recently pruned bushes and trees surrounding the library, improving pedestrian visibility. She has also been weeding, giving our landscape a nice clean appearance.

Staffing

As of June 1, we have expanded our open hours, opening at 10:00 a.m. and opening on Sundays, 1-5. The Lake Stevens Library is now open 58 hours per week. We now have staff working 248 hours per week. At this time we do have one 15 hour PSA I vacancy that will be filled in August.

New Staff

- Jillian Coats-15 hour Library Associate II
- Kevin Stone- 15 hour PSA I
- Alisa Erickson-Chongrak-15 hour PSA I
- Yoko Cailotto- full-time Library Associate II

Statistics

- Door count June 2013: 9766
- Door count June 2014: 9419

- Door count January 1, 2013-June 30, 2013: 54,916
- Door count January1, 2014-June 30, 2014: 52,933

- Charges and Renewals April and May 2013 30,696
- Charges and Renewals April and May 2014 26,066