



**Lake Stevens Library Board  
October 21, 2021 at 4:30 p.m.  
BY REMOTE ACCESS ONLY VIA ZOOM**

Join Zoom Meeting:

<https://us02web.zoom.us/j/87920788966>

or call in at (253) 215-8782

Meeting ID: 879 2078 8966

Call to Order

Roll Call & Introductions

Approval of Minutes: July 15, 2021

New Business:

- Oath of Office for LeeAnn Balbirona
- Election of officers
- Replace signage on main roads
- Crosswalk from sidewalk to new facility

Reports:

Managing Librarian – Alisa Erickson-Chongrak, Assistant Library Manager

Sno-Isle Update

City Update

Committees:

- Facilities
- Friends: Melissa Knaak

Board Comments

Adjournment

Next meeting: January 20, 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 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

## July 15, 2021

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

### **In Attendance**

**Board:** Shaelynn Charvet Bates, Abe Martinez, Melissa Maffeo; Helen Taylor, Candace Barlow, Emily Stainbrook

**Sno-Isle:** Alisa Erickson-Chongrak, Chy Ross, Meredith Kraft

**Friends:** Melissa Knaak

**City Council:** Mary Dickinson, Steve Ewing

**City:** Russ Wright

**Excused Absences:** Lynn Myers

**Non-Excused Absences:** Andy Powers

**Roll Call & Introductions:** Note that Shaelynn informed the board of the cause for Lynn Myers absence and that Teresa Bannon has chosen to leave the board. Later in the meeting Shaelynn said that she would contact Kelly Chelin (Lake Stevens City Clerk) in order to release a public announcement about the opening and to get further instructions of the time and manner for filling it. Also later in the meeting, new member Candace Barlow shared a bit about her own background and the reasons she wanted to join the library board.

### **Approval of prior meeting minutes**

Motion by Emily Stainbrook, second by Helen Taylor, to approve the minutes of the February 15, 2021 meeting as submitted. On vote the motion carried (6-0-0-2).

### **Reports**

**City Update:** Community Development Director Russ Wright said that representatives of the city and Sno-Isle met earlier that day with The Stowe Group (Development Consultants) to discuss the Chapel Hill Civic Center/Library project. Since the last meeting there has emerged a preferred design option, which is being further refined. He said that the city council would be considering the challenges of the refined design and possible finance options at the August council retreat. He said there would likely be one more working group with Sno-Isle, after which each agency would probably work independently to consider financing for their portion of the project and develop timelines for possible construction. As such, he said we are near the end of the first (exploratory) phase of the project.

Helen Taylor asked for specifics about how the refined design might reflect the outcome of public surveys, which had a clear leader among the design options. Russ noted that the primary feature of the most popular of the three options (that there be two separate buildings) is included and key to the refined design. However, he noted that the refined design would have a

more compact footprint than the original preferred option and thus less environmental impact. He said that due to the very rough nature of the current refined design, he did not have graphics to show at this time. He assured us that after the council retreat there would be a variety of renderings available to the public. (Note that later in the meeting Chy Ross shared a screen with a drawing that one must assume was the one that Russ alluded to. It was indeed a “rough sketch” but did provide more context and was a welcome inclusion for our meeting.)

Later in the meeting Russ made himself available to answer general questions about city development plans. As these do not pertain to library functions they are not included in these minutes.

### **Sno-Isle Library Reports:**

Alisa Erickson-Chongrak, Acting Library Manger, gave us an update on the current state of the library activity in Lake Stevens, especially with regard to the “Popup Library” at Lundeen Park. Her comments followed very closely with the library report provided beforehand and which is attached below.

Meredith Kraft, Capital Strategy and Planning Coordinator, gave us an update (with photos) on the current state of construction within the temporary library location on Grade Road. Renovations of the old police station are progressing well and will likely allow for an opening of the site by later August as planned. We also saw a final floorplan drawing that closely hew to those presented at our last meeting. She gave special thanks to the Sno-Isle Libraries Foundation and the Lake Stevens Friends of the Library who provided funds for some of the special children/young adult features that will be present in the library when opened. Another feature will be the inclusion of artwork created by area artists, which will rotate seasonally depending on availability. They are also working with the Lake Stevens Arts and Parks Foundations to connect with local artists for future exhibits. Key points of her comments are also included in the Library Report attached below.

Chy Ross, Assistant Director of Capital Strategy, gave us an update on the current status of the Chapel Hill Civic Center/Library project from Sno-Isle’s perspective. While his comments closely followed those of Russ Wright, he added that the concerns of funding, delivery method, and ownership of the final properties would need to be resolved in the near future before moving to any construction phase. Again, these points are covered in brief in the Library Report attached below.

Helen Taylor asked if the public would have opportunities for input in the future before any final decisions are made with regard to design. Chy said that Sno-Isle’s commitment is to seek more intensive rounds of community engagement before final decisions are made.

Abe Martinez noted that the current options require a close inter-agency working relationship since most of the existing infrastructure is on the parcel owned by the city and the current design options feature a footprint for the library that extends onto the city property. Chy acknowledged this and said Sno-Isle will address each issue with the city if and when those become a reality in the future.

Shaelynn asked who is paying the costs for the initial study and site planning work being done by The Stowe Group. Both Chy and Russ answered that the costs are shared as per an agreement worked out before the design work began. Chy also noted that the payments from Sno-Isle’s portions were covered

by a grant provided by the State Legislature in a previous budget and as such were always intended for this specific purpose in Lake Stevens.

Shaelynn also asked for clarification on the timeline for next steps. Russ said that in two weeks the inter-agency review team would be in two weeks and presumably before the city council retreat. After that the project development would “diverge” based upon the priorities of each agency and their ability to secure funding.

This brought up another question from Shaelynn about how we should refer to this project. Is it more of a collaboration, or two separate entities with their own plans for completion? Russ said that while it is a shared project, each entity would own their own properties and in all likelihood the timelines would be not coincide as they are dependent on funding strategies that each agency must develop on its own. Chy concurred with Russ on the point that it is early and that no communication strategy has been developed since it is not yet established how it may move forward.

Helen asked again about next steps and timelines. Both Russ and Chy said that during this exploratory stage some details of possible funding options were examined and reevaluated. For example, possible involvement of private development that might offset the costs, including the original public-private partnership option. Now that more is known it all must be factored into this new reality of each agency having to find their own sources of funding. In essence the exploration did not provide a clear path forward and this must be factored into the future plans.

Abe Martinez commented that while there are serious issues to be resolved that may delay the building of the future of a Civic Center and Library, from the public’s perspective the new “temporary” library on Grade Road will likely be seen as a major step forward and should not be discounted as a success for both the city and Sno-Isle.

Melissa Maffeo asked about the square footage of the proposed new library. Chy said that right now plans are for a building of about 14,000 to 16,00 square feet. He also said that the temporary library on Grade Road will be almost double the old building, however, the public area will likely be around 2,500 square feet, which is not much larger than the old facility. This he said was due to structural demands of the building. Helen Taylor commented that as such it will likely be much smaller than what might be required for a growing city the size of Lake Stevens.

Shaelynn asked about a timeline for restarting in-person programming, both systemwide and for Lake Stevens. Chy said that there is much still to be decided and restructuring of facilities post-COVID, but a good approximate time to look for it would be in the fall of this year. He also said that there is a meeting and event room in the Grade Road building, so once programming is restarted Story Time and other smaller events could be held in the building.

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

**Friends:** Melissa Knaak said that 2021 has not featured much fund raising, however they did have a Friends garage sale which netted \$658.00. YTD income is \$1,737.66 with YTD expenses at \$222.62. Upon maturation of a CD it was decided to invest \$10,000 with the Sno-Isle

Foundation which had a matching grant opportunity. That money will be used for new furniture and amenities in the temporary library on Grade Road as well as in any new facility in the future.

Other fund raising possibilities may be the Dickens Fair (if it happens) as well as a unique Advent Calendar with children's books inside.

**Board Comments:** Shaelynn pointed out that she has heard great comments about the popup library at Lundeen Park. It opens the library up to a new group of people who are not typical customers. Helen said she had heard the same too, as did Abe. Chy said that the feedback is great and is helping Sno-Isle as they plan for the future.

**Adjournment:** Abe Martinez moved, and Emily Stainbrook seconded. On vote the motion carried (6-0-0-2).

The meeting was adjourned at 5:35.

**Next meeting:** October 21, 2021 at 4:30 p.m.

Respectfully submitted,  
Abraham Martinez  
Secretary

## Lake Stevens Library Board

July 15, 2021

### Report

*Alisa Erickson-Chongrak, Assistant Library Manager*

*Meredith Kraft, Capital Strategy and Planning Coordinator*

*Chy Ross, Assistant Director of Capital Strategy and Planning*

---

### Lake Stevens - Pop-Up Library at Lundeen Park update

We opened the Pop-up location at Lundeen Park on May 24<sup>th</sup>, a little over a seven weeks ago, and we are open Monday-Saturday from 10am-6pm and closed on Sunday. Since opening we have serviced around 40-60 customers each day and over 5,000 circulation transactions.

Services available at this location include:

- Limited in-person browseable material with 3 double-sided browsing carts
- Contact-free holds pickup and curbside service
- Returns, using crates and outside 24/7 book drop
- Summer Reading Program
- Library card registration

We have been connecting with new customers each day and signed up 42 brand new customers for library cards so far. Customers love our browsable carts and selection of materials and are very happy and grateful for the flexibility of our Lake Stevens library staff, Sno-Isle Libraries and the City of Lake Stevens that help support the community by continuing to provide library services, without pause, during the transition to the temporary location on Grade Rd.

During the heat wave, most of the Sno-Isle libraries locations served as community cooling stations. Feedback I heard from our Snohomish, Marysville and Monroe libraries is that they were very full during that time, with all extra chairs they provided for those seeking relief from the heat being used most of the time. Some individuals even sat on the floor in the children's areas.

LAK, ARL and STA are among the libraries that currently do not have AC or have AC limitations and were closed during that time or open on adjusted hours. For example, our location was closed Saturday, June 26 through Monday, June 28 and open from 9am-1pm on Tuesday, June 29, for customers to come in early before the heat wave hit again Tuesday afternoon. Holds were extended through Saturday, July 3<sup>rd</sup>, so that customers had extra time to pick up their holds.

### Summer Reading Program 2021: June 21 – September 12

The Summer Reading Program began on June 21 and will continue through September 12. Kids and teens will have the opportunity to complete 10 hours of reading and then go to a local library to receive a free book.

There are three ways to track their reading progress:

1. Download a paper reading log for [KIDS](#) or [TEENS](#) or pick one up at their local library.
2. Go online to [sno-isle.beanstack.org](http://sno-isle.beanstack.org).
3. Download the Beanstack Tracker app on a mobile device.

So far we have 22 finishers who have come in to claim their prize books, and many thanks to the Friends for their support on this! We have been giving out lots of the paper version of the reading log in-person.

## Summer Programs

- **Virtual Programs for kids and teens:** Customers can sign up online to participate in our summer reading [virtual events for kids](#) and [virtual events for teens](#).
- **Offline programs: Find It! Scavenger Hunt.** Customers can come to the library for a Find It! card and start searching for the places in the photos. The photos are zoomed-in pictures of local places that were taken, and locations specifically chosen by our staff Yoko and Jillian. The activity is intended to be a fun activity along with the Summer Reading Program so each week we will post a hint on our Lake Stevens Library Facebook page and on the white board at the park to help customers participating in this program.

### **This year we're continuing our partnership with the Lake Stevens Boys & Girls Club.**

The summer reading tracking posters and books have already been dropped off for them. The club is giving every child and teen a book, hanging up a tracking poster, deciding on the club goal then having them read and track minutes as they go!

### **Lifted COVID Restrictions in Libraries**

Gov. Jay Inslee's announcement lifting most of the state's COVID-19-related restrictions starting June 30 provides an opportunity to show our ability to transition.

The state's new [Washington Ready](#) plan focuses on increasing vaccinations while easing many of the restrictions that we have come to know over the past year. Under the state's new plan:

- No requirements on social distancing.
- No capacity limitations, with some exceptions.
- Face coverings are not required for those who are fully vaccinated, with some exceptions, including those not fully vaccinated.

This means that we are adjusting our guidelines at all Sno-Isle Libraries buildings:

- Fully vaccinated customers are not required to wear a face covering, but they may choose to do so.
- Unvaccinated customers should wear face coverings.
- We will not ask customers about vaccination status.

- Fully vaccinated staff are not required to wear a face covering, but they may choose to do so.
- Other staff must continue to wear face coverings.
- Building occupancies below fire-safety limits are removed.
- Social distancing in public areas is no longer required.

For now, we are continuing our enhanced daily and nightly cleaning of all buildings. We are also continuing to offer [contact-free](#) and [online](#) services.

### **Temp LAK Construction Update**

Progress continues to be made at the new temporary site on Grade road. We are working with local contractor Cobra Construction. Demolition work is complete, and painting, flooring, and ceiling tile work is underway. Our goal is to open this new temporary location before the start of the school year. We will begin publicizing an open date in mid-August when most of the construction work is completed.

We are so appreciative of the generous support from our Lake Stevens Friends of the Library group. As a result of their donation, we were able to purchase exciting new features for the children's area, including interactive [play train seating](#) and a wall-mounted [Everbright](#). Play fosters cognitive growth, helps reduce anxiety and stress, improves emotional flexibility, supports the development of social skills, and so much more! We are providing a tremendous resource for Lake Stevens children and families by creating a welcoming space to play and learn at the Lake Stevens Library.

### **Civic Center Project**

The Lake Stevens City Council met on June 8<sup>th</sup> to discuss the preferred site alternative proposed by the Stowe consultants. The Council approved Stowe to move forward with further developing a site alternative that included the favorite elements of the other plans.

Sno-Isle is supportive and committed to the concept of a civic campus. There is still information needed regarding:

- Actual cost savings that would be realized
- Incorporation of community feedback
- Ownership of the land and building(s)