

LIBRARY BOARD MEETING  
July 18, 2013  
Lake Stevens Community Center

**Attendees:**

Board Members: David Tremaine, Janice Stepp, Abe Martinez, Dave Corvin, Shaelynn Charvet-Bates, Debby Ames, Andy Powers

Absent: Diana Borges, Gloria Davis

Sno-Isle: Valeria Stevens,

Managing Librarian: Chy Ross

The regularly scheduled meeting of the Lake Stevens Library Board was called to order at 4:04 p.m. by President David Tremaine.

Minutes of the April 18 meeting were approved as read – Thanks, Val.

Andy Powers was introduced as our newest Board Member replacing Darren Sylte who resigned.

**REPORTS - City** – No report. Concern was raised that the city has not been represented at The April and July Library Board Meetings. David to check into this.

**Sno-Isle** – Val Stevens – Handed out a list of top 35 Adult Fiction titles for Sno-Isle Libraries, June 2013.

- Val reported on the grant from the Heritage Project which is available for library's through Sno-Isle to put together community history in documents and pictures. Applications for the grant are due by July 31, 2013. Chy is working on this.
- **Bullying** is the next "Issues that matter" forum; date and location to be determined – fall 2013

**Chy's Report** – This is Chy's last meeting with us as he has taken a Library Manager's position at the Mountlake Terrace Library. Thanks Chy for your years of service to the Lake Stevens Library and community. Chy's written report is attached to these minutes. He emphasized the dedication of Monica and Melanie as they visited the elementary schools in the Lake Stevens District while Chy gives library tours.

**Friends of the Library** – Aqua Fest Book sale in danger of being cancelled unless more people sign up for shifts. Note: Sale did happen!

### **Old Business**

Shaelynn, Abe and Chy walked thru the library and around the exterior determining facilities priorities for 2014.

**Motion:** The following recommendations (in priority order) will be directed to the city from the Library Board.

(1) **South Parking Lot** – resurface and repair of areas with large bumps due to tree roots. Possible pedestrian path through center median; Safety measures for pedestrians;

(2) **Building Exterior:** New exterior sign. Remove existing sign on front of building event if a new sign is not available.

(3) **Interior electrical** – Evaluate and improve electrical wiring of building for library use. Upgrade lighting. Move men’s restroom lights from outside of the room to inside the room.

(4) **Windows** – Replace scratched (“tagged”) front window panes (2);

(5) **Carpeting** – Replace carpet. If entire replacement is unrealistic, consider spot replacement/repair of high traffic areas and places where carpet is coming up.

(6) **Building Exterior** – Exterior paint – including scraping and some repair;

(7) **Building Exterior** – Gutter cleaning, repair and replacement. Evaluate condition and improve the appearance and functionality of the gutters.

Replace awning over north entry door.

(8) **HVAC** system – The library has no air conditioning and only electric baseboard heaters. This is especially an issue in warm weather when conditions in the library become uncomfortable for both employees and the public. The library has lost open hours to heat conditions in past years.

**Motion:** The library board is calling attention to the City Council/Maintenance of ongoing maintenance needs around the library exterior specifically – including trimming and maintenance of trees and shrubs; **Outdoor cleaning** (e.g. “well” area at east/front of library); **Regular weeding of planter areas and landscape spaces** around the building. There are often many weeds in areas all around the building. Motion passed unanimously.

Thanks Abe and Shaelynn for your diligence with this task.

Meeting was adjourned at 5:30 p.m.

Next meeting: Thursday, October 17<sup>th</sup> 4 p.m. in Community Meeting Room.

Submitted by Janice Stepp, Secretary