



Lacey Library Board Meeting **Amended*** Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, January 15, 2026

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of the **Amended* Agenda**

5. Approval of Minutes

A. Approval of the October 16, 2025, meeting minutes

6. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

7. Agenda Items

A. Library Manager's Report

Kristina Hancock, Library Manager

B. Lacey Library Board By-Laws Update

Scott Robinson, Chair

C. Term Updates

Scott Robinson, Chair

***Item added January 15, 2026**

D. 2026 Election of Officers

Scott Robinson, Chair

E. Good of the Order

Lacey Library Board Chair

8. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in person, or you may view or listen to the meeting using one of the following platforms:

In-Person	Council Chambers at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Zoom:	https://us02web.zoom.us/webinar/register/WN_T6gMyeYBQjaGUV9bNIE-xQ
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=CyViRccrFk4
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 810 8898 5864)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

Those wishing to provide verbal public comment may do so in person or by Zoom:

In-Person:	Use the sign-up sheet located in the Council Chambers.
Zoom:	Preregister using the following Zoom link no later than two hours prior to the meeting: https://us02web.zoom.us/webinar/register/WN_T6gMyeYBQjaGUV9bNIE-xQ

Instructions and access details will be provided once registration is complete.

Written Public Comment

Public comments may also be submitted by email to LibraryBoard@cityoflacey.org. The commenting period will close two hours before the meeting time. Written comments will be provided to the Board electronically prior to the meeting. Comments will not be addressed during the meeting; however, comments received will be added to the official record.

DRAFT Lacey Library Board Minutes

October 16, 2025, 5:30 p.m.

(Live and Zoom meeting)

Present: Sharla Desy, Amy Blondin, Scott Robinson, Oz Annwn, Pam Nelson, Luka Froehlich (Youth Representative) and Kristina Hancock (Library Manager). No one attended the meeting via Zoom.

Scott Robinson called the meeting to order at 5:31 p.m.

The agenda was approved, with two additions:

- Discussion of whether the City of Lacey staff should prepare meeting minutes moving forward.
- Discussion of Board topics for 2026.

The minutes from the June 12, 2025, meeting were approved as written.

There was no public comment.

Library Manager's Report

Kristina provided the library report. She shared there is a new library supervisor and two new library assistants. There were more than 2,500 participants in the summer reading program. The library refresh has been pushed back to September 2026. There will be a 10-day closure before the end of 2025 for an HVAC replacement. The City added an automated external defibrillator to the library lobby. Digital checkouts are increasing, continue to be a trend. There will be spaces in Thurston County libraries for a belonging wall, in partnership with the county health department.

2026 Meeting Calendar

The Board agreed to meet on:

- January 15
- April 23
- June 25
- October 22

Good of the Order

- The Board agreed to have the City of Lacey staff begin preparing meeting minutes starting with the January 2026 meeting. This will be formalized at the January meeting.

- The Board agreed to add the Lacey Education and Family (LEAF) Center, City manager briefing, remodel updates, and budget requests to key 2026 topics.

The meeting adjourned at 5:59 p.m.

Respectfully submitted,

Amy Blondin

Library Manager's Report

October 2025 - December 2025

Presented by Kristina Hancock- Regional Manager of Lacey Timberland and Hawks Prairie.

Highlights

- Lacey Loves to Read Teen Writing and Art Contest is underway.
- Lacey Loves to Read Bookmark Winners have been announced
- Meet the Author Event featuring this year's author, Renée Watson, at the Koval Performing Arts Center on Thursday, February 12th from 6pm-7pm.
- City of Lacey Public Works has partnered with us to offer Touch-A-Truck Family StoryTime. This special storytime includes a short story followed by a chance to meet the city workers who help maintain our streets, sewers, parks, streetlights, and more. After each storytime, families can explore and learn about a different city truck featured each month.
- Mychal Threats, the new host of Reading Rainbow, visited the Lacey Library for a day with local YouTube creator Workman MJ. Together they toured the library, ran the AMH machine, and MJ even made Mychal a library card—rumor has it MJ liked it so much he hasn't let it out of his sight since.



Programs

- **Book Babies and Toddler Time**
- **Family Storytime**
- **Kids Graphic Novel Club**
- **Teen Creative Club**
- **Animal Allies Club**
- **BINGO at the Library!**
- **Sewing Club**
- **Talk Time: English Conversation Circle**
- **Teen Home School Meetup**
- Touch-A-Truck Family Storytime

*Programs in bold monetarily supported by Friends funds.

Lacey Library Updates

- Lacey Library closed for 16 days for a bathroom remodel. This remodel consists of new stalls, countertops, fixtures, and epoxied floors.
- We are in the process of hiring another Library Supervisor in addition to our current Library Supervisor, Nicole Page. Interviews were held on January 9th.

TRL Updates

- WorkSource at the Library. Stop by several libraries in the district for job and career assistance. (Including the Lacey Library) Services include job search help, sharpening your job search skills, making connections with community resources, resumé assistance, job match help, and labor market and wage information. They are at the Lacey Library every Tuesday and Thursday from 10-12 and 1-4.
- TRL hit 15,000,000 digital checkouts on December 24th.

Statistics

October- December

Checkouts:

Lacey | October 2025

- Physical: 26,649
- Digital: 44,153
- 9% physical checkout *decrease* from October 2024
- 13% digital checkout *increase* from October 2024

Hawks Prairie | October 2025

- Physical: 3,434
- Digital: 3,641
- 6% physical checkout *increase* from October 2024
- .4% digital checkout *increase* from October 2024

Lacey | November 2025 (Will be affected by closure)

- Physical: 22,598
- Digital: 43,033
- 16% physical checkout *decrease* from November 2024
- 9% digital checkout *increase* from November 2024

Hawks Prairie | November 2025

- Physical: 3,498
- Digital: 3,656
- .8% physical checkout *increase* from November 2024
- 54% digital checkout *increase* from November 2024

Lacey | December 2025 (Will be affected by closure)

- Physical: 13,812
- Digital: 44,639
- 71% physical checkout *decrease* from December 2024
- 10% digital checkout *increase* from December 2024

Hawks Prairie | December 2025

- Physical: 4,341
- Digital: 3,806
- 45% physical checkout *increase* from December 2024
- 62% digital *increase* from December 2024



STAFF REPORT

Library Board
January 15, 2026

Subject: Lacey Library Board By-Laws Update
To: Library Board
Prepared by: Elissa Fontaine, City Clerk
Department Director: Shannon Kelley-Fong, Assistant City Manager
Reviewed By: Elissa Fontaine, City Clerk
Final Review: Not Required



Purpose: Action Item

Recommendation: Motion to Amend the Library Board By-Laws as proposed

Brief: The Lacey Library Board By-Laws combine the roles of Vice Chair and Secretary. To ensure consistency with the City's Advisory Board Handbook, staff recommends separating these roles, with the duties of the Secretary to be performed by City staff.

Alternatives:

1. No change: Continue as is.
2. Assign the Secretary duties to City staff.
3. Some other option not contemplated in the above.

Prior Review:

Not Applicable

Advisory Board Recommendation(s):

Not Applicable

Fiscal Impact:

Budgeted Item: No

Amount: Not Applicable

Project Code: Not Applicable

Attachments:

1. Proposed language - Lacey Library Board By-Laws

Policy or Legal Alignment:

1. [Advisory Board Handbook - standards, protocols, and ground rules](#)

Background:

On September 2, 2024, the City Council adopted the Advisory Board Handbook – Standards, Protocols, and Ground Rules, establishing uniform standards for all City advisory boards and provides a comprehensive resource guide for Board members across all advisory bodies.

Chapter 2.02 of the Advisory Board Handbook addresses compliance with the Public Records Act and specifies that assigned City staff shall take meeting minutes at all advisory board meetings. The Handbook further requires that all meeting minutes be filed with the City Clerk as the official record and that any rules or regulations adopted by an advisory board also be filed accordingly.

Currently, the Lacey Library Board By-Laws differ from these standards by combining the duties of the Vice Chair and Secretary into a single role. This structure is inconsistent with the practices of other City advisory boards. The Secretary position is primarily administrative in nature and includes responsibilities such as preparing meeting minutes. Under the Handbook, these duties are designated to City staff rather than board members.

To ensure consistency with the City's Advisory Board Handbook and align the Lacey Library Board with established City practices, staff recommends amending the Lacey Library Board By-Laws to separate the duties of the Vice Chair and Secretary. Under this recommended change, the administrative responsibilities of the Secretary, including the preparation of meeting minutes, would be assigned to City staff.

LACEY LIBRARY BOARD BY- LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/~~secretary~~, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/~~Secretary~~

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

~~The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.~~

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

Section 5. Duties of the Secretary

City Staff shall perform the usual and necessary secretarial functions of the Lacey Library Board including preparation of minutes of each meeting.

Article IV. Meetings

Section 1. Regular Meetings

The Board will meet on the third Thursday of January, April, June, and October at 5:30 p.m. When a regular meeting falls on a legal holiday, the Board will meet on the following day, or as scheduled by the Board. Meetings may be cancelled when necessary.

Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the president chair. At least 48 hours' notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3)

members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipal Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing committees

The following committees: by-laws committee shall be appointed by the ~~president~~chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote in case of a tie and may move or second a proposal before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were amended at a meeting of the Lacey Library Board meeting by a two thirds majority vote on January 29, 2025.