

Draft Minutes of Langley Library Board Meeting Thursday, September 15, 2011

Present: Rob Harrison, Pam Owen, Shirley Owen, Carol Ryan, Bob Waterman, Jim Tully, Becky Bolte and Vicky Welfare. **Absent:** Monica Guzman. **Guest:** Kendra Trachta, Sno-Isle Libraries Deputy Director.

The Langley Library board meeting was called to order by Chair Pam Owen at 5:30 p.m.

Pam asked if there were any corrections or additions to the March minutes. There being none, Bob Waterman moved that they be approved and Jim Tully seconded the motion. **The board voted unanimously to approve the June minutes.**

New Business.

December 5, 2011 meeting with the City Council: In preparation for the December 5th meeting, a draft letter to the Mayor and Council Members outlining a 2011 Report and 2012 Work Plan was presented and discussed. It was decided that each of the board members would review the draft at a later time and submit suggestions to Shirley Owen by September 22nd. Shirley would then incorporate the changes and have it ready to submit to the council by October 10th. A suggestion was made to provide a copy of Harrison Goodall's report to each council member. Bob Waterman advised that the budget process would be starting on Monday, September 19th, that there would be a workshop before the council meeting and that both are open to the public.

Letter from Nancy Little: Pam Owen read a letter dated September 7th, 2011 from Nancy Little which described an event that occurred at the library on August 17th and resulted in Nancy being taken to the hospital for heat exhaustion. A copy of that letter is attached to these minutes. It was noted that the letter was also sent to the Langley City Council and the Sno-Isle Library Board. After discussion, it was decided that a letter should be sent to Nancy Little acknowledging receipt of the letter and advising that steps would be taken to evaluate the ventilation system. The Department of Public Works will be asked to determine if the ventilation system is working as designed and that the circulating fans are set to turn on at an appropriate time. Another suggested action is to ask Puget Sound Energy for an energy audit, including a review of the fluorescent lighting and potential replacement.

Old Business.

Board Officers: Rob Harrison and Shirley Owen had both expressed interest in being the Chair of the Board; however, Rob decided against taking on this responsibility. Therefore, a vote was taken and Shirley Owen was unanimously elected as Chair. Pam Owen will continue as the Chair until the Mayor authorizes this change and will also continue as Secretary of the Board.

Maintenance of the Library: Shirley Owen reported on a meeting of the subcommittee with Challis Stringer from the Department of Public Works. Fall clean-up of the landscape and thinning out will be requested by Challis and accomplished by Donita Crosby.

In discussion with Challis, a larger program for plant removal and replacement will require a Request for Proposal which will need to be developed and sent out for competitive bidding. The irrigation system will need to be removed and replaced. The Library Board will need to work with the Design Review Board for certain aspects of the long-term plan, including sign replacement.

Rob Harrison has looked at the sign and said it has deteriorated to a point that it will not be feasible to repair it. It will need to be replaced. Rob also suggested that a rain water system be considered in conjunction with roof replacement.

Second Street Improvement Project. Jeff Arango requested that his presentation be rescheduled. Shirley will ask Jeff if he wants to make a presentation at the March 2012 Board meeting.

Langley Library Branch Manager Report. Vicky gave a summary of library activities and submitted a written report. She said the change in the opening hours of the library has helped with the traffic in the morning.

Sno-Isle Regional Manager Report. Becky gave a report on library renovations at Langley, Clinton and Oak Harbor. She said the Freeland Library staff was thanked for taking care of the overload while Langley and Clinton were closed. She talked about some of the strategic plan goals and mentioned that the Paul G. Allen Foundation has provided a grant for training for 10 librarians.

Other Business. There being no further business, Pam adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Pam Owen,
Chair and Secretary

Our next meeting will be held on Thursday, December 8th, 2011.