

Minutes of Langley Library Board Meeting Thursday, June 9, 2011

Present: *Monica Guzman, Rob Harrison, Pam Owen, Shirley Owen, Bob Waterman and Vicky Welfare.* **Absent:** *Becky Bolte, Carol Ryan and Jim Tully.* **Guest:** *Mayor Paul Samuelson*

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, Rob Harrison moved that they be approved. Bob Waterman seconded the motion. **The board voted unanimously to approve the March minutes.**

New Business.

Sno-Isle Annexation Agreement: Mayor Paul Samuelson was asked to provide information on the new agreement which will take place as of January 1, 2012. Paul said that the agreement is pretty much a boiler plate standard which will be presented to the City Council on June 20, 2011 for discussion and approval. Sno-Isle will present the agreement to their board by the end of June so there should be a final agreement at the end of June. The major change is that Sno-Isle will take over responsibility for janitorial service.

Paul suggested that any concerns about the library building should be put in a letter and sent to the Mayor so it can be given to the Council for consideration. In a general discussion about maintenance of the library, Paul stated there is money left to take care of the City's responsibility for interior and exterior maintenance for the rest of the year.

Old Business.

Board Officers: There being no interest by anyone to serve in the Secretary position, Pam suggested that she would be willing to change positions from Chair to Secretary. Rob Harrison and Shirley Owen both expressed interest in the Chair position; however, with two board members absent, there was not a quorum for voting. Thus, this issue has been set over until the September meeting. Pam will continue as Chair and Secretary until that time.

Maintenance of the Library: Pam reported that she had requested information on when the exterior painting of the library would occur. Challis Stringer from Public Works send an email via Kathleen Landel saying that painting the exterior of the library is listed in the Capital Facilities Plan as a 2012 project. Challis further stated that the line item is a placeholder only, as the City may not have enough money to complete all the projects listed for the Library for 2012. Therefore, the short answer is that it is not in the City budget but it is a known needed improvement and is in the Capital Facilities Plan, and the suggested time frame is the next 5 years.

Table C-1, Six Year Capital Improvement Program, 2011 - 2016, was provided to Pam and the line items relating to the Library are:

City share of carpet replacement, 2011, \$5,000
Replace eave brackets, braces and barge boards, 2012, \$7,500
Replace trellis over entry, 2012, \$2,500
Paint exterior, 2012, \$9,000

Re-roof, 2014, \$8,000
Total: \$27,000

In response to Pam's question as to whether the exterior painting could wait for five years, Bob Waterman stated that if the City has the money to support some of these line items, these can be moved ahead and that the Finance Committee could be pushed to make these decisions.

Pam stated that the Friends group has money that may only be used for the library and that if the City did not have the money to take care of the building, the Friends could be asked to provide funding. Shirley Owen stated that she would rather see the money used for the life of the library rather than the structure. Bob gave an update on new businesses in town and a status of expenses versus income. He said the City has a sustainable budget. Rob Harrison suggested that we use a "hearts and hammers" approach to getting the building painted using volunteers. This brought up a question of liability issues. Exterior painting and some of the other exterior repairs should be further discussed at the September meeting.

Second Street Improvement Project. [Note: This project is really two parts. The first is the on-going requirement for landscape maintenance at the library; and the second is a list of long-term recommendations which need to be coordinated with the Second Street Improvement Project.]

Shirley Owen discussed landscape maintenance which occurred after the March meeting. Donita Crosby was paid \$146.75 and there remains \$503.25 in the City's budget for this item. The Department of Public Works did not charge for any of its services. In discussing further landscape issues, Shirley said that Challis is the appropriate person for getting additional work authorized. Challis suggested the Board write up a program for the year with an estimate of the hours and total cost and submit that to her.

Pam presented the Landscaping Committee's Report which is attached to these Minutes. This report can be used to get an estimate for hours and cost and then submit it to Challis. It was suggested that Meerkerk Gardens could be contacted about moving the large rhododendron. Rob suggested that a volunteer committee be organized for the work. Pam suggested that the Friends could be asked to provide funds and Bob suggested we wait until an estimate is prepared before doing anything further.

Shirley then gave a report on the Second Street Project. She has invited Jeff Aranco to the September meeting. She was given a copy of the grant proposal and noted that it is funded as a transportation project. Shirley has set a date for the Landscape Committee to meet with Jeff next week. She has asked Jeff to talk about the current project and also about projects in two other cities so we can get an idea of his style. The grant provides \$250,000 for the current design phase which includes \$216,250 in funds and city matching funds in the amount of 13.5%, which is in the form of the salary for the Planning Director. Shirley thinks it will be important to show community interest and support for this project in obtaining further funding for the installation.

Langley Library Branch Manager Report. Vicky gave a report on door count and upcoming programs. She said the building enhancement project is in process. Two low-mounted shelving units will be removed this month and replaced with mobile shelving units. She also said the

current goal date for the rest of the project to occur is August, pending word from Great Floors regarding the summer availability for installation.

Sno-Isle Regional Manager Report. Becky was absent but provided a report which Vicky read. Kendra Trachta is the New Deputy Director. She will be responsible for directing operations of Sno-Isle's 21 community libraries, leading strategic plan implementation, and overseeing the Information, Programming and Reader Services Department. Ken Harvey was selected as the Sno-Isle Communication Director and began on June 6. He is responsible for external/internal communications, marketing for the library district and partner relationships including Friends of the library groups, volunteers and the Sno-Isle Foundation.

Other Business.

There being no further business, Pam adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Pam Owen,
Chair and Secretary

Our next meeting has been rescheduled from September 8th to September 15th 2011