

## LANGLEY LIBRARY BOARD MEETING MINUTES

September 1, 2015

Langley City Hall

4:00 PM

The meeting was called to order at 4:00 P.M. Attending the meeting were all current board members, as follows: Marty Beert, Chair; Joann Hamick Quintana, Vice-Chair and Secretary; Kim Drury; Karen Loram; Pat McWha; and Thomas Gill, Council Liaison. Also attending the meeting were Langley Public Works Director Stan Berryman; Library Branch Manager Vicky Welfare; Becky Bolte, District Manager for Sno-Isle Libraries; and Marti Anamosa, Vice-President of the Sno-Isle Libraries Board of Trustees and board representative for South Whidbey Island. No members of the public attended.

### Old business

**Meeting minutes:** The meeting minutes from the board's prior meeting were accepted and approved by the board. The approved minutes are now forwarded to the Langley City Clerk.

**By-laws:** Chair Marty Beert reviewed with board members the final changes to the Langley Library Board By-Laws.

### New business

**Facilities Maintenance and Capital Expenditure Plan:** As specified in the Langley Library Board by-laws, the primary purpose of the September board meeting was to develop and finalize a Three- to Five-Year Recommended Facilities Maintenance and Capital Expenditure Plan.

The discussion was led by board member Kim Drury. The following was used to guide the discussion:

### **Langley Library Three- to Five-Year Recommended Facilities Maintenance and Capital Expenditure Plan**

*"The Langley Library Board is advisory to the Langley City Council and shall make recommendations to the Council regarding all issues related to maintenance, furnishings, landscaping, building use, library-related requests and budget for the library building."*

--From the By-Laws of the Langley Library Board

### Goals:

1. Support the health, safety and comfort of library patrons.
2. Support library programming.
3. Save energy and be stewards of the environment.
4. Preserve, protect and extend the life of the library structure.
5. Assure good value for the public dollar.

6. Work collaboratively with the City's leadership regarding library facilities, while keeping the focus on the board's *advisory* capacity.

Attached, in the form of a chart, is the board's recommended plan. This plan will be presented to the Langley Mayor for City Council consideration and approval.

**Parking:** A discussion was held concerning the need for additional short-term parking for library customers. When the Second Street remodeling was undertaken, Vicky Welfare requested another 15-minute parking slot be created in front of the library building. Vicky explained that the goal is for library customers to be able to find close-by parking for quick visits to the library. Another concern is the large truck that visits the library on a regular basis to pick up and deliver library materials.

The large amount of parking located across the street at the U.S. Post Office was mentioned. Most of the time, this parking is not being used by the post office. Thomas Gill mentioned that the city will likely need to have a discussion about providing more parking for library customers. He said that the post office property is owned by the city, but the lease is with someone who in turn leases it to the USPS.

It was agreed that chair Marty Beert would prepare a letter to the mayor concerning the need for additional short-term parking for library customers.

**Sno-Isle facilities plan:** The Sno-Isle Libraries will soon begin facilities planning for all its buildings. The last facilities plan was developed in 2008. The planning process will include community meetings, meetings with managers, cities and all community stakeholders. Comments and input also will be sought online.

According to Sno-Isle Libraries, South Whidbey Island is considered underserved, based on the amount of square footage of library space. All Sno-Isle libraries in South Whidbey are community owned rather than owned by Sno-Isle.

**New board member:** A discussion was held concerning recruitment of a new board member to fill the opening left by Nadine Zackrisson, who decided to leave the board before her term had expired. The new board member must live within the city limits of Langley. Vicky mentioned that she had a man inquire about becoming a board member.

Chair Marty Beert mentioned that she would prepare a summary of the terms of each board member, as follows:

Nadine Zackrisson's term was to end February 2017

Kim Drury's term ends January 2017

Pat McWha's term ends September 2016

Joann Hamick Quintana's term ends September 2016

Karen Loomams' term ends September 2016

Marty Beert's term ends December 2016

Marty also pointed out that her term as chair is due to end in December. At the library board meeting in December the board will need to select a replacement for Marty and make this recommendation to the mayor.

**Branch Manager report:** Vicky provided information concerning upcoming programs at the library that highlight local authors. Vicky also summarized recent library staff changes. She also alerted board members to the arrival of new strip curtains. Sales of the strip curtains by Friends of the Langley Library produce much of the group's revenue each year to support Langley Library programs.

**Sno-Isle Report:** Becky reported that the new Camano Island library opened August 1, and that monthly circulation there promptly doubled in August. Becky also mentioned the TED event at the Edmonds Center for the Arts in November, and that the event can be viewed online at the Freeland Library.

The meeting was adjourned at 5:15 PM. The next Langley Library Board meeting will be held Tuesday December 8, 2015 at 5:00 PM at Langley City Hall.

**LANGLEY LIBRARY BOARD**  
**Recommended Three to Five Year Capital and Maintenance Facilities Plan**  
**September 2015**

<b>ITEM</b>	<b>STATUS/ASSESSMENT</b>	<b>RECOMMENDATIONS/COMMENTS</b>	<b>LEAD: Sno Isle or City</b>
Roof	<ul style="list-style-type: none"> <li>▪ Moss observed (June 2015)</li> <li>▪ No leaks reported</li> <li>▪ PWs Director will monitor roof condition but, given what is known today, concurs with recommendations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cleaning should be planned for 2016</li> <li>▪ Given the age of the roof, replacement should be budgeted for 2020</li> </ul>	<b>City</b>
Windows	<ul style="list-style-type: none"> <li>▪ Windows are a mix of single &amp; double pane; replacing single panes in historic section of building may require more expensive windows</li> <li>▪ Some windows are difficult to open and close</li> <li>▪ With the new HVAC, windows are generally kept closed year around to maximize energy efficiency</li> <li>▪ Although uniform double pane windows would increase energy efficiency, it would be a relatively small improvement and likely not cost effective</li> </ul>	<ul style="list-style-type: none"> <li>▪ Re-evaluate energy savings potential regularly</li> <li>▪ Any windows that need to be replaced (due to breakage, leaking, etc) will need to meet code, i.e., at least double pane.</li> </ul>	<b>City</b>
Interior paint	<ul style="list-style-type: none"> <li>▪ Last painted in 2011; still in good condition except for perhaps the staff area. PWs Director and Branch manager will assess condition of the staff area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget interior painting for 2018</li> </ul>	<b>City</b>
Exterior paint	<ul style="list-style-type: none"> <li>▪ Painted in 2014</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget for new paint job in 2025</li> </ul>	<b>City</b>
HVAC	<ul style="list-style-type: none"> <li>▪ Ductless heat pump system (cooling and heating) installed 2015 (replacing oil furnace) at no direct cost to the City.</li> </ul>	<ul style="list-style-type: none"> <li>▪ With proper maintenance, the system should last at least ten years.</li> </ul>	<b>City</b>

Carpet/flooring	<ul style="list-style-type: none"> <li>New carpeting installed in 2011; still in good condition</li> </ul>	<ul style="list-style-type: none"> <li>Assuming ten year life, budget for carpet replacement around 2020</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning: Sno-Isle</li> <li>Replacement: City</li> </ul>
Plumbing – toilets, sinks, faucets, etc	<ul style="list-style-type: none"> <li>Last upgraded in the 1990's</li> <li>Staff reports on-going problem with a sticky faucet valve in the staff restroom that wastes a lot of water</li> <li>No reported problems with toilets</li> </ul>	<ul style="list-style-type: none"> <li>Replace staff bathroom faucet</li> </ul>	<b>City</b>
Interior lighting	<ul style="list-style-type: none"> <li>Fluorescents are lasting about a year; frequent replacements are labor intensive.</li> <li>LEDs would save labor costs, provide better quality light and save energy</li> </ul>	<ul style="list-style-type: none"> <li>Lighting plan and schedule needed. Sno-Isle District Director will consult with the Facilities manager for his recommendations</li> </ul>	Per agreement w/Langley, Sno-Isle is responsible for interior lighting
Exterior lighting	<ul style="list-style-type: none"> <li>The outdoor electrical plug GFI cover was replaced by the City in summer 2015</li> <li>It may be prudent to install a locking cover on the electrical outdoor outlet to prevent power theft.</li> </ul>	<ul style="list-style-type: none"> <li>Langley PWs Director &amp; Sno-Isle will coordinate and follow through</li> </ul>	<b>Sno-Isle</b>
Stairs/handrails/ramps <ul style="list-style-type: none"> <li>Accessibility</li> <li>General maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Generally, all good and in repair except some concrete cracks at front entrance may pose a tripping hazard</li> <li>Main Street installed a small landscaping fence/divider in the path of the emergency exit</li> </ul>	<ul style="list-style-type: none"> <li>PWs Director will check out concrete and let Main Street know why the landscaping fence got moved</li> </ul>	<b>City</b>
Landscaping/ Grounds	<ul style="list-style-type: none"> <li>Main Street re-did landscaping in 2014 as part of the Second St project – yay! Looking good and it is water-wise</li> </ul>		<b>City</b>
Doors, locks, security	<ul style="list-style-type: none"> <li>The bathroom door was recently repaired; staff entrance door needs to be checked</li> </ul>	<ul style="list-style-type: none"> <li>Sno-Isle is implementing a network security system; Langley is tentatively planned to be added in 2017</li> </ul>	Security system: Sno-Isle

	<ul style="list-style-type: none"> <li>▪ Sno-Isle is implementing a network security system; recommended for all branches</li> </ul>	<ul style="list-style-type: none"> <li>▪ PWs Director will check the door condition and repair if needed</li> </ul>	Doors: City
Electrical – safety, adequacy	<ul style="list-style-type: none"> <li>▪ No identified issues</li> </ul>		
Short term parking	<ul style="list-style-type: none"> <li>▪ It's a problem that the Mayor and Council are already grappling with</li> </ul>	<ul style="list-style-type: none"> <li>▪ No solutions identified</li> </ul>	<b>City</b>