

LANGLEY LIBRARY BOARD MEETING MINUTES

March 3, 2015. (Approved 6/3/2015)

Langley City Hall

5:30 PM

The meeting was called to order. Attending the meeting were board members Marty Beert (chair), Kim Drury, Thomas Gill, Karen Loram, Pat McWha and Joann Hamick Quintana; Library Branch Manager Vicky Welfare; Friends of Langley Library's Claire Creighton, and Becky Bolte, District Manager for Sno-Isle Libraries. Board member Nadine Zackrisson was absent

Announcements

New board member: New Langley Library Board member Kim Drury was introduced and welcomed.

New heat pump: Kim has a background in energy conservation and asked about the progress of installing an energy efficient system for the library. Vicky said that the focus has been on completing the paperwork and that it took longer than anticipated to hear from Puget Sound Energy regarding the grant. The heat pump contractor says that installation should not take long and that most work can be completed with minimal impact and during the morning hours before the library opens. Tom suggested that once the new system is installed, the library put up an energy efficiency sticker, which can be obtained from PSE, so library users are aware of the new energy efficient system.

Old Business

Minutes: A motion was made and approved to accept the Langley Library Board minutes from the December 2014 meeting.

Exterior painting; trellis covering: Marty reported briefly on the mayor's response to the Library Board's letter concerning the exterior painting and trellis covering. The Board is encouraged to work with city public works director Stan Berryman to resolve issues. Stan is working with the painting contractor to resolve painting issues. The trellis cover is an improvement, but precipitation still falls on the steps on either side of the covering. There is still rust on the railings at the front of the building. It is anticipated that Stan will contact Vicky to get these issues resolved.

New Business

Amend by-laws: The existing Langley Library Board by-laws are specific concerning the time, frequency and location of meetings. The Board voted to change the by-laws to reflect a new time and location for board meetings. A motion was passed to change the bylaws to reflect that board meetings will be held the first Tuesdays of March, June, September and December at 4:00 PM at

City Hall. The Langley City Council must approve changes to the by-laws. Marty will forward the by-law changes to the City Council.

Co-chair: The by-laws require that there be a co-chair who can run meetings if the Board chair is absent. The board named Joann as co-chair.

Goals: The by-laws specify that the Langley Library Board will “develop a written work plan based on the City Council’s annual plan, policy development assignments and priorities identified by the board and approved by the Council,” to be submitted to the Council in December. The Library Board has been reporting to the Council on a regular basis, but did not supply the Council with a written work plan in December 2014.

The board’s goals this year are to

- Revise/update the by-laws
- Set up and continue to foster closer ties with Friends of the Langley Library
- Assure ongoing maintenance of the library building
- Successful installation of the new heat pump

November workshop: It was proposed that the board schedule a workshop during 2015, possibly in November, to discuss and set goals for 2016 and transmit these goals to the City Council in the form of a work plan.

Roles and responsibilities: The Langley Library Board continues to work toward establishing and maintaining clarity in regard to roles and responsibilities. A discussion was held concerning various aspects of this topic:

Sno-Isle versus City responsibilities—A discussion was held concerning the differing arrangements that Sno-Isle has in its various locales. For some libraries, such as in Coupeville, Sno-Isle owns the buildings, whereas in other locations, such as Langley and Oak Harbor, the buildings are municipally owned.

Contract versus property tax levy—In the past, the City of Langley contracted with Sno-Isle to manage the library. According to City of Langley documents, “As of January 2012, the City of Langley became a part of the Sno-Isle Library District and no longer pays a contract fee to the Sno-Isle Regional Library System. Instead, administration of the library service is paid by property taxes collected directly by Sno-Isle. Expenses [to City of Langley] cover landscaping maintenance and building maintenance and repair. Some capital improvements to the facility may be

budgeted in the Capital Reserve Fund.” (Excerpt from “General Fund Revenues, “Where does the City get its money?”)

This change in the funding process coincided with new Public Works Directors and resulted in some inconsistency in how library maintenance needs were subsequently addressed by the City, which previously had been handled expediently. The Sno-Isle Facilities Manager has met with each new Public Works Director to clarify roles and responsibilities. It was suggested during the discussion that the library board relate this history to help clear up confusion, pointing out that it is still the City’s responsibility to provide building maintenance and repair.

Clarification of roles, responsibilities—Thomas suggested that an effort be made to clarify roles and responsibilities of the city vis-a vis the library board and who plays what roles in fulfilling these responsibilities. A primary reason such clarification is needed is because of city personnel turnover. The board wants to ensure that the public works director understands his role vis-à-vis the library building and grounds.

Thomas to query City Council—During an upcoming city council meeting, Thomas, as a councilman and the liaison with the library board, will bring up the capital expenditures budget for the library. He will find out what is planned for the library in the city’s current capital expenditures budget. During the discussion, it was pointed out that the board is still not sure what the process is for accomplishing certain capital expenditures on the library building. For example, two items brought up by Kim were replacing the library’s single-pane windows with energy efficient ones, and replacing fluorescent lighting. If the board were to decide that these are priorities, what would be the process for accomplishing such upgrades?

Friends of the Langley Library: Claire reported that FOLL has been meeting and continuing in its quest to better frame the role of the organization. FOLL has more than 100 members. A review of past financial information reveals that the organization’s gross income has remained pretty steady. Revenue derived from the sale of books has decreased, probably due to more people reading books electronically. Vicky supplied FOLL with the library’s “wish list” and FOLL voted to fund all requests except the request to replace the children’s furniture. Claire reported that attending the Langley Library Board meetings has been helpful in clarifying how the Friends organization fits into the bigger picture.

Branch Manager Report: Vicky reported that her wish list funded by the Friends organization includes new folding chairs and a cart on which to store and

move the chairs into place for library events. The Friends organization is holding off on the request to replace the children's furniture until it is sure funds will be available. Vicky reported on the success of recent events at the library. Employee Cheryl Telford is leaving and the board decided to send her a card.

Sno-Isle Report

Becky described the upcoming third grade reading challenge. This event, held in the past, has been enlarged to include the entire Sno-Isle system. Teams of children read six books. There is a competition between schools. The teams respond to questions, judges select semi-finalists and one winner for the entire library system. Becky also reported that the contract for the Camano Island library has been awarded to an Everett-based general contractor. Friends of Camano Library has donated \$5,000 for a sculpture for the building. The building will include five original artworks.

The meeting was adjourned at 7:00 PM.

The next Langley Library Board meeting will be held Tuesday, June 2, 2015 at 4:00 PM at Langley City Hall.